SAFEGUARD
DIGITAL IDENTITY PROTECTION TOOLKIT

Smartbook Updates

January:
- Updated iOS Smartcard.

February:
- Updated iOS Smartcard
- Updated Signal Smartcard

March:

April:

May:

June:

July:

August:

September:

October:

November:

December:

SAFEGUARD *Digital Identity Protection Toolkit*

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SELF ASSESSMENT

Your Online Presence

One of the easiest ways for people (e.g., potential employers, criminals, etc.) to get information about you is through your online presence. Anyone can research you with just a few clicks of the mouse and a quick Internet search. It is important to know what is publicly available about yourself, and then decide what to do about unwanted information.

Review your social media accounts and available data aggregator websites to determine what, if any, negative or unwanted information is out there about you. Remember, your close contacts (including family members) may have unintentionally exposed information about you. Therefore, it is important to review what others may have posted about you, posts you have been tagged in, or other associations that make you easier to find.

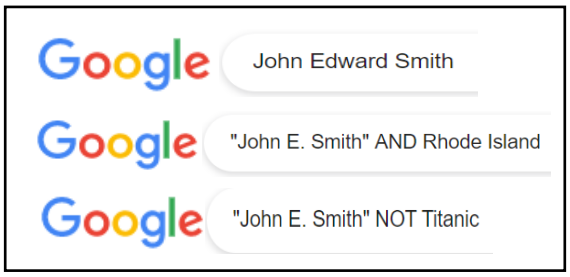
Search Engines

Use various search engines, such as Google, DuckDuckGo, Bing, etc. to search yourself and compare the differences and benefits of each (for a few examples, please see the third page.) Google appears to yield the most accurate results and captures more relevant information for people searches.

Prior to researching, ensure you are not logged-in to any of the search engine sites, such as Google or Yahoo. Be sure to delete your browser history and clear cookies before you begin and again when you have completed all your research.

These next instructions are specific to the Google search engine but can be applied to most other search engines:

Start with basic personal information such as First and Last Name. If you have a common name, you may want to search First, Middle, and Last Name; or your name associated with your address or an associated organization. Searching terms within quotations marks “ ” will yield results that have the same terms in the same order as the ones inside the quotes. So “John Edward Smith” will not necessarily return the same results as “Edward, John Smith.”



Boolean Logic

Boolean logic defines logical relationships between terms in a search. Boolean search operators are “and,” “or,” and “not.” You can use these operators to create very broad or very narrow searches. “And” combines search terms so that each search result contains all of the terms. Also, if your search results continue to include items that are not relevant, use the dash (-) to exclude certain search terms like this: “John Smith” -Pocahontas

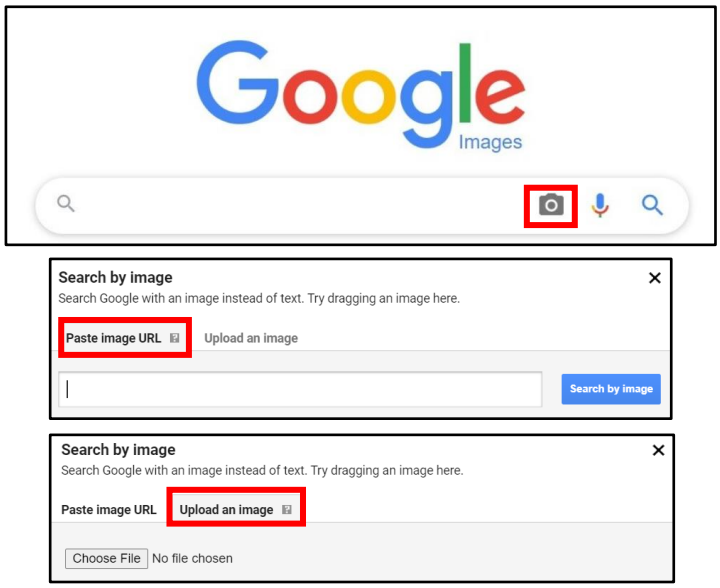
Google supports Boolean logic; however, you can also use Google’s search methodology which can be found here: https://support.google.com/websearch/answer/2466433?hl=en

Search engine results will give you an idea of the information that can be quickly collected on you. For example, during your self assessment you may have found information about your previous work experience, hobbies (e.g. sports,) or schools (e.g. graduation announcement,) which can be used to conduct follow-on searches or hijack your identity.

SELF ASSESSMENT

Image Searches

You may want to conduct an image search on any photos you have used as profile pictures on social media accounts or posted to other places online. The reason for this is to ensure that advertisers and/or any other company or individual hasn't taken your picture for their own personal use. To conduct an image search using Google, go to images.google.com, click the camera icon, then select "Upload an Image." Select the image you want to use to start your search.


Google
Images
Search by image
Search Google with an image instead of text. Try dragging an image here.
Paste image URL
Upload an image
Search by image
Search by image
Search Google with an image instead of text. Try dragging an image here.
Paste image URL
Upload an image
Choose File
No file chosen

Social Media Sites

www.facebook.com
www.linkedin.com
www.myspace.com
www.twitter.com
www.tumblr.com
www.classmates.com
www.instagram.com
www.vk.com
www.pinterest.com
www.flickr.com
www.meetup.com
www.youtube.com
www.snapchat.com
www.reddit.com
www.tiktok.com

Social Media Searches

Take an inventory of the social media accounts that you currently maintain. Some examples include, Facebook, Instagram, LinkedIn, Twitter, etc. First, without being logged-in to any social media accounts, conduct open-source searches on yourself to see what is viewable to the public. Remember, if your social media accounts don't show up during your open-source searches that doesn't mean your account is completely private. It's important to check out the applicable Smartcards to help you lock down your accounts according to your own personal preferences.

Next, login to those accounts and thoroughly review your profile for sensitive information and consider removing unnecessary data: Review your profile to see what data is available to the public (address, employment, phone number, etc.). Check any photos that you have posted or have been tagged in (this can be done through your Activity Log if using Facebook). * See applicable Smartcards to learn how to properly set privacy settings.

If you post something on your social media account, it may show up on search engine search results. Remember to set your privacy settings accordingly to help avoid this.

SELF ASSESSMENT

Common Search Engines

www.google.com

Google is a search engine that specializes in Internet-related services and products. These include online advertising technologies, search, cloud computing, and software. The majority of its profits are derived from AdWords, an online advertising service that places advertisements near the list of search results.

www.bing.com

Bing is the second largest search engine in the United States. Searches conducted using Bing generally yield similar results to Google. However, Bing's image search capability (https://www.bing.com/images) is considered superior by most.

www.duckduckgo.com

DuckDuckGo is a search engine that distinguishes itself from other search engines by not profiling off of its users and by deliberately showing all users the same search results for a given search term. It does not store or compile any of your data, to include searched data or personal information. DuckDuckGo emphasizes getting information from the best sources rather than the most sources, generating its search results from key crowdsourced sites such as Wikipedia, and from partnerships with other search engines like Yandex, Yahoo!, Bing, and Yummly.

https://searx.thegpm.org

Searx is a metasearch engine, aggregating the results of other search engines while not storing information about its users.

https://archive.org

The Internet Archive is an American digital library with the stated mission of "universal access to all knowledge." It provides free access to collections of digitized materials, including but not limited to: websites, software applications, music, videos, moving images, and millions of public-domain books.

Relatives

Though you may have found most of your information conducting your individual search, it might be a good idea to conduct a light search on friends and family members. Remember, they may have posted information about you that an adversary may be able to access.

Ensure nothing posted in any of the search results implies or outright displays personal information you don't want discovered.

Ask immediate family members (spouse, children, etc.) to review their account settings and postings to ensure they have not inadvertently posted personal information about you or themselves.

Provide family and friends with copies of the Smartcards to help them with locking down their accounts and devices.

SELF ASSESSMENT

People Finders

You can conduct an initial search on data aggregators (aka people finders) for free, but all these sites require payment to access a full report. These sites require no special authorities; anyone with Internet access and a credit card can purchase reports, so it is a good idea to be familiar with the information that can be discovered through them.

If you find information in any of the reports that you do not want publicly available, contact the organization to opt out and request that your information be removed. (Refer to the Data Aggregator Opt-out and People Search Opt-out Smartcards for specific steps and processes) Once you've opted out of or suppressed any sensitive information you found, consider setting up Google Alerts so that you're notified if the information re-appears.

People Finder/Fee-Required Sites

www.ussearch.com
www.beenverified.com
www.intelius.com
www.radaris.com
www.truthfinder.com
www.findpeoplesearch.com
www.privateeye.com
www.usa-people-search.com
www.spokeo.com
www.locateplus.com
www.peekyou.com
www.thatsthem.com
www.familytree.com
www.instantcheckmate.com
www.publicrecords.com
www.whitepages.com
www.reversegenie.com
www.social-searcher.com
www.infospace.com
www.publicrecordsnow.com
www.findoutthetruth.com
www.truepeoplesearch.com
www.checkpeople.com
www.peoplefinder.com
https://carsowners.net
https://allpeople.com

THREATS TO IDENTITY

In Case of Identify Theft

- Notify your bank & credit card companies.
- Report ID Theft to www.FTC.gov.
- File a Police report.
- Change all passwords including on social media.
- Let friends and family know in case the criminal now has access to your emails and social media accounts.

What to Lock Down

- Any Personal Identifiable Information (PII).
- Your credit report.
- Your child's credit report.
- Your social media accounts (use the Smartcards to lock accounts down).

Actions for the Physical World

- Be aware of your surroundings.
- Invest in a safe for the home.
- Shred documents, bills, and any mail.
- Don’t give out your SSN.
- Be mindful of shoulder surfers (whether on your phone, computer, at an ATM, etc.)
- Look out for credit card skimmers at ATMs and gas pumps.
- Use a locked mailbox.
- Check financial statements frequently.
- Read medical statements.
- Use credit cards instead of debit cards.
- Sign the back of credit and debit cards.

Actions for the Cyber Domain

- Use Two Factor Authentication whenever it’s an option.
- Update your devices' virus protection and your passwords.
- Clear cookies and browser history frequently.
- Update, Update, Update!!! Make sure to allow your device to update to ensure you have the most up-to-date security features.
- Make sure you backup all your devices.
- Encrypt your emails.
- Never save credit or debit card information to devices, apps, or accounts for quick and easy checkout.
- Verify the source of your emails and check the links. Legitimate business emails will not ask for your PII, password, or account number.
- Don't accept friend requests from strangers.
- Start using a VPN if you aren’t already using one.

Note: Be sure to check out https://haveibeenpwned.com. Use your own email address to see if your personal data has been compromised in any data breach. Not all data breaches are included on this website, but it is a great start to managing your identity.

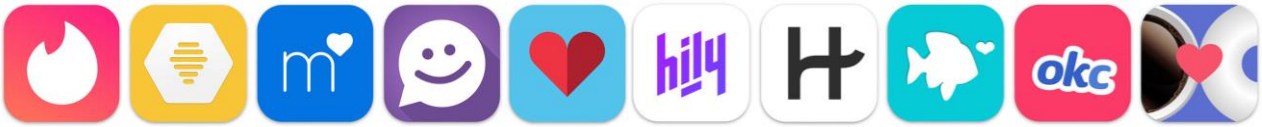
THREATS TO IDENTITY

- When buying a new car, don't leave the paperwork in the glove compartment or elsewhere in the car. Criminals who break into cars can use that information to steal your identity, not just your car.
- Consider posting travel (vacation) photos and information after you return from your trip so that criminals don't know you are away and your house is empty.
- If you are buying or selling something online and it seems too good to be true, chances are it is. A simple Google search might end up saving you a lot of time and hard-earned money.
- Consider turning off your wifi as soon as you get into your car to leave your house.
- Consider how many people have access to public wifi, then consider only using privately secured wifi.
- Consider an open-phone policy with your children so you can access their phone any time and without notice. Remember if you are “friends” with your kids online that’s only half the battle, it’s important to check on their accounts to see who and what they are talking about.
- It's always great to donate but consider verifying the authenticity of a charity and/or website first. Perhaps visiting an official website or calling the official number.
- Gamers: Consider who you are communicating and sharing information with and perhaps limit online gaming interactions to only people you have met face-to-face.
- Consider logging off your email and social media accounts when you are not using them, especially on your computer. Doing so will limit the access if an intruder gets access to your computer, either through physical access or by hacking in.

Useful Resources and Links

https://www.identityforce.com/blog
https://www.commonsensemedia.org/privacy-and-internet-safety
https://www.ftc.gov/
https://identity.utexas.edu/
https://www.getsafeonline.org/
https://staysafeonline.org/
https://www.idtheftcenter.org/
https://www.irs.gov/
https://www.usa.gov/identity-theft
https://www.consumer.gov
https://www.transunion.com

DATING SITES & APPS



- **Do** protect your information and set limits on what and when you provide information to people you meet on dating sites.
- **Do** provide your own transportation when meeting someone for the first time.
- **Do** use more popular dating apps and stay away from less popular sites, which may have less security in place.
- **Do** list your age but not your full date of birth.
- **Don't** use dating app sites on public wifi. Always make sure you are connected through a secure internet connection.
- **Don't** sync social media accounts with dating accounts.
- **Don't** use photos associated with other online or social media accounts.
- **Don't** give out personal information to include phone numbers or addresses.

Signs of a Scam

- Professes love quickly or claims to be overseas for business/military service.
- Asks for money or sends links to follow off the dating site.
- Claims to need money for emergencies, hospital bills, or travel to visit.

Tips and Tricks

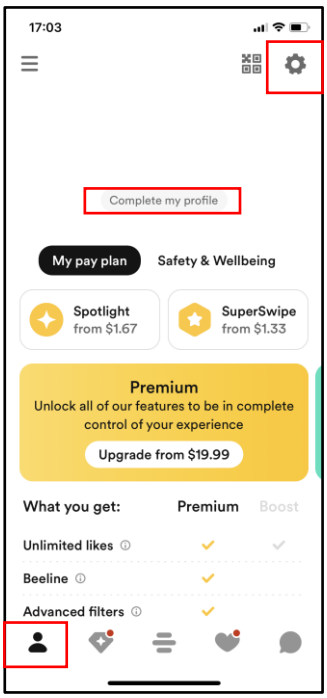
- Be anonymous: Do not include your last name or any other identifying information in your profile. During initial communications, do not provide any PII such as phone number, email address, home address, place of birth, etc.
- Use a unique email address and username not associated with other accounts.
- Keep your financial information private.
- Do not meet at your house or place of work.
- Choose a first date location that is public.
- Do not provide specific personal questions while chatting, save that for the date. This will help to prevent giving away too much information, too early.
- Online dating scams are known to run for months at a time. Always be on the lookout for unusual conversations and behavior, such as requesting you to follow unknown links or send money.

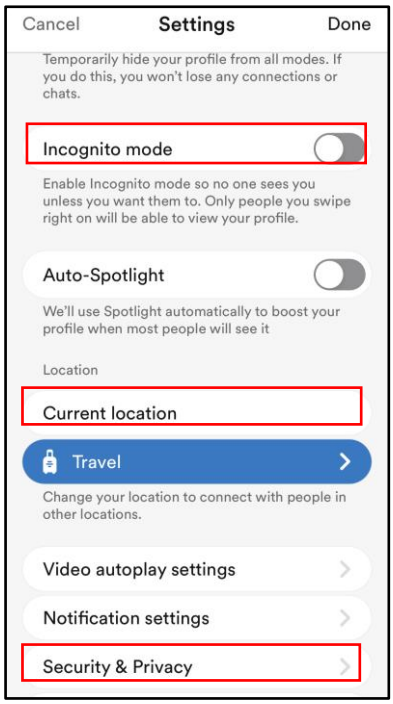
Be aware of fake accounts and bots on dating apps. If a profile looks incomplete or too good to be true, it probably is.

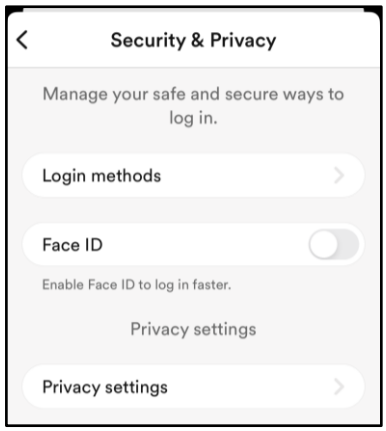
DATING SITES & APPS (BUMBLE)

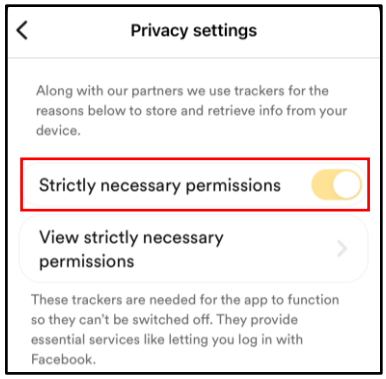
Your Profile

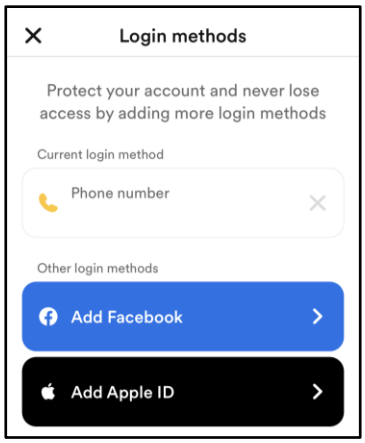
Once you open “Bumble,” navigate to the bottom left of the application and select the small person icon. Once here, at the top right is the “Settings” cog. Under “Settings,” you can edit your “Current Location,” it is not recommended you use your exact location. You can also enable “Incognito Mode” which doesn’t allow other users to see you. Under “Security & Privacy” you can select your “Login Methods;” it is not recommended you link accounts. You can also access your “Privacy Settings” where it is recommended that you turn on “Strictly necessary permissions.” Under “Complete my profile,” you can edit your basic information. It isn’t recommended that you put anything too personal, as everyone will be able to see it.

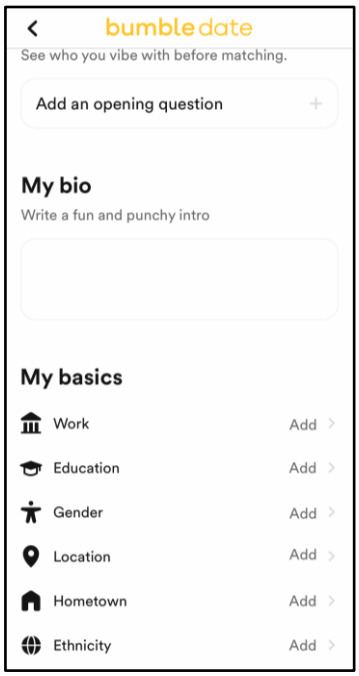


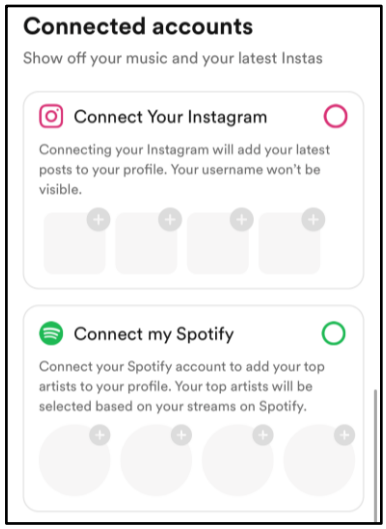

Cancel
Settings
Done
Temporarily hide your profile from all modes. If you do this, you won't lose any connections or chats.
Incognito mode
Enable Incognito mode so no one sees you unless you want them to. Only people you swipe right on will be able to view your profile.
Auto-Spotlight
We'll use Spotlight automatically to boost your profile when most people will see it
Location
Current location
Travel
Change your location to connect with people in other locations.
Video autoplay settings
Notification settings
Security & Privacy




Privacy settings
Along with our partners we use trackers for the reasons below to store and retrieve info from your device.
Strictly necessary permissions
View strictly necessary permissions
These trackers are needed for the app to function so they can't be switched off. They provide essential services like letting you log in with Facebook.



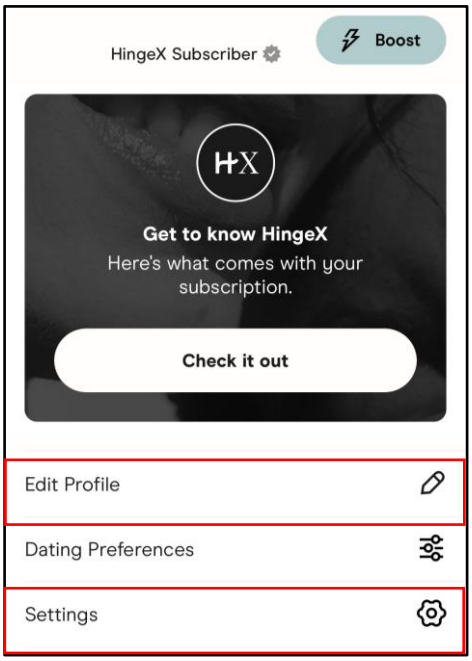


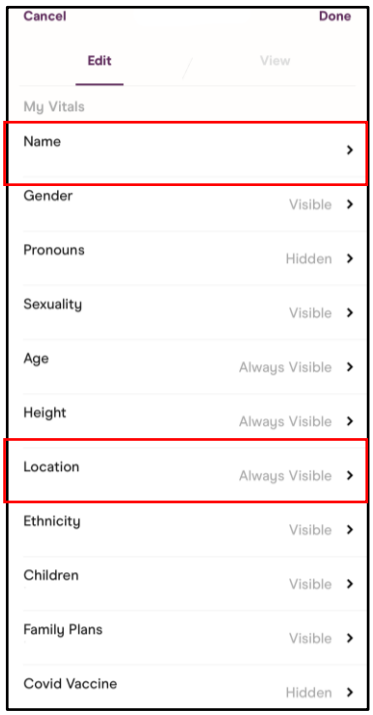

Connected accounts
Show off your music and your latest Instas
Connect Your Instagram
Connecting your Instagram will add your latest posts to your profile. Your username won't be visible.
Connect my Spotify
Connect your Spotify account to add your top artists to your profile. Your top artists will be selected based on your streams on Spotify.

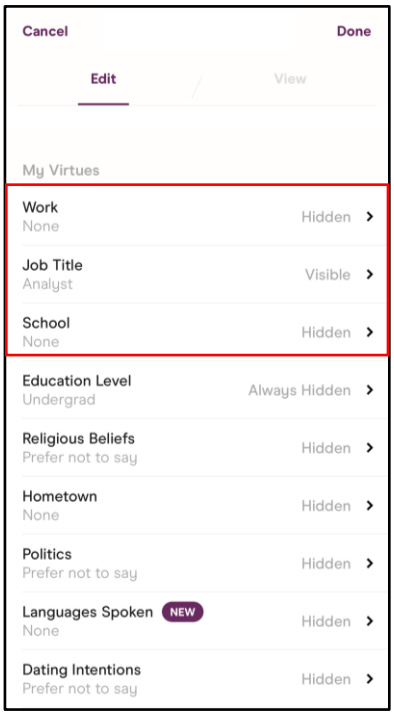
DATING SITES & APPS (HINGE)

Your Profile

When on Hinge, go to “Edit Profile.” Here you can change the information about you that people can see. It is recommended that you don’t put your full name, and that you either change your location to somewhere nearby, instead of where you are actually located as Hinge doesn’t allow you to hide your location. It is also recommended that you use caution when putting where you work, what your job title is and where you're attending school. You should also go through and decide which of your information you want to be visible or hidden.

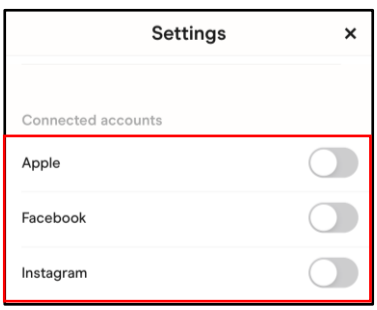


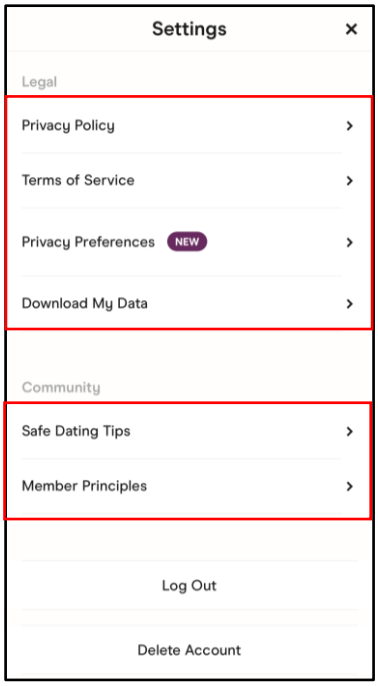


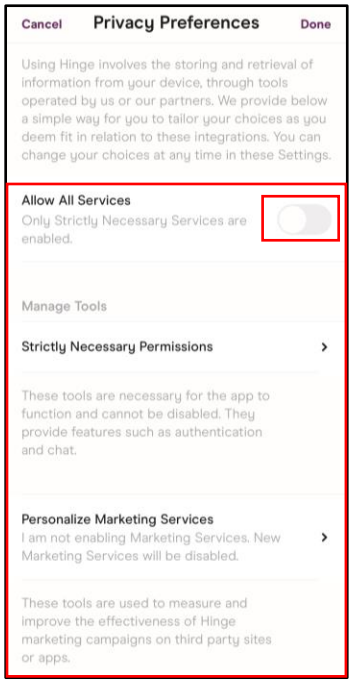


Settings

Under “Settings,” It is recommended that you don’t connect your “Apple,” “Facebook,” or “Instagram.” Under “Privacy Preferences,” it is recommended that you turn off “Allow All Services” to only enable necessary services. It is recommended that you read the “Safe Dating Tips.”



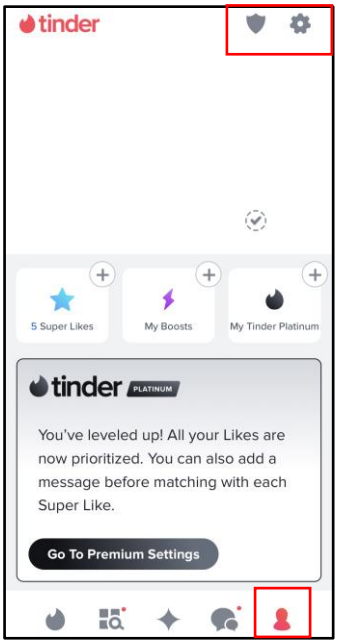


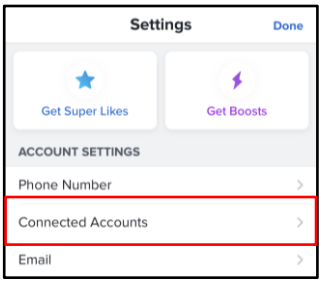

Cancel
Privacy Preferences
Done
Using Hinge involves the storing and retrieval of information from your device, through tools operated by us or our partners. We provide below a simple way for you to tailor your choices as you deem fit in relation to these integrations. You can change your choices at any time in these Settings.
Allow All Services
Only Strictly Necessary Services are enabled.
Manage Tools
Strictly Necessary Permissions
These tools are necessary for the app to function and cannot be disabled. They provide features such as authentication and chat.
Personalize Marketing Services
I am not enabling Marketing Services. New Marketing Services will be disabled.
These tools are used to measure and improve the effectiveness of Hinge marketing campaigns on third party sites or apps.

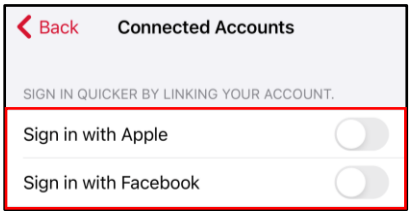
DATING SITES & APPS (TINDER)

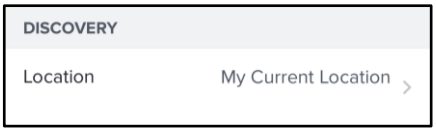
Settings

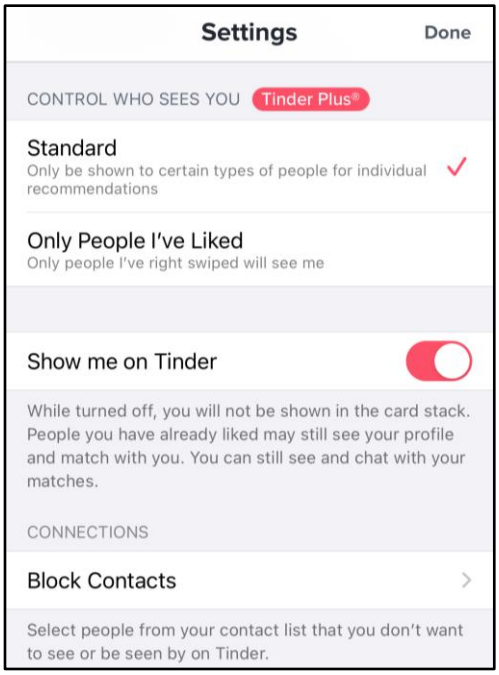
Once you open “Tinder,” go to the “Person Icon” on the bottom right of your screen. It will bring you to the screen where you can access your “Settings,” “Edit Profile,” and “Safety” options. Under “Settings,” scroll down to where it says “Account Settings.” Here you will be able to see your “Phone Number,” “Connected Accounts,” and “Email.” It is not recommended to connect any accounts to Tinder. Under “Settings,” you will also be able to change your location, it is recommended that you don’t use your exact location. If you have “Tinder Plus,” you can change “Who can see you” to “Only People I’ve Liked.” You can also decided to turn off “Show me on Tinder” which wont delete your account, but will stop populating it to other users.


tinder
5 Super Likes
My Boosts
My Tinder Platinum
tinder PLATINUM
You've leveled up! All your Likes are now prioritized. You can also add a message before matching with each Super Like.
Go To Premium Settings







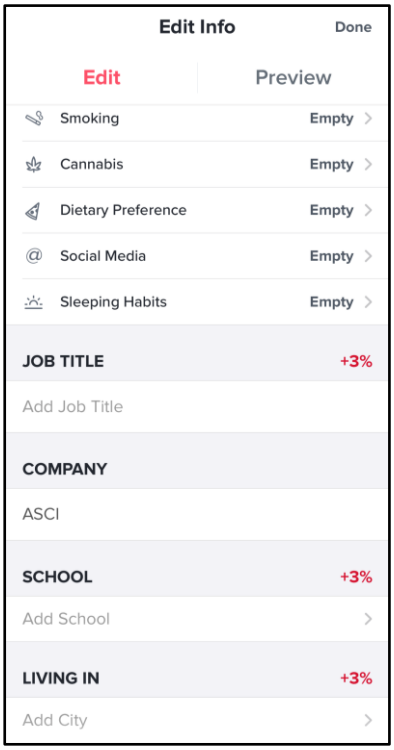

Settings
Done
CONTROL WHO SEES YOU
Tinder Plus®
Standard
Only be shown to certain types of people for individual recommendations
Only People I've Liked
Only people I've right swiped will see me
Show me on Tinder
While turned off, you will not be shown in the card stack. People you have already liked may still see your profile and match with you. You can still see and chat with your matches.
CONNECTIONS
Block Contacts
Select people from your contact list that you don't want to see or be seen by on Tinder.

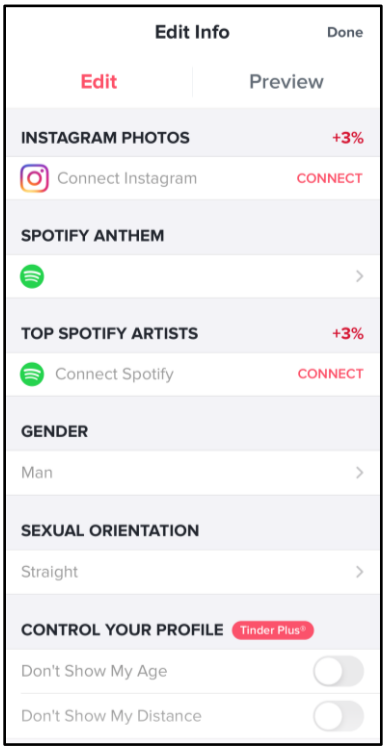
Your Profile

Under “Edit Profile,” you can edit your basic information. Everyone on Tinder will be able to see this, so it is recommended you don’t put anything too personal. If you have “Tinder Plus,” you have the option of “Don’t Show My Age” and “Don’t Show My Distance.”

Safety

Under the “Safety,” It will bring you to articles and extra tips on how to be safe during online dating. There are also resources and phone numbers to sexual assault, planned parenthood, domestic violence etc.

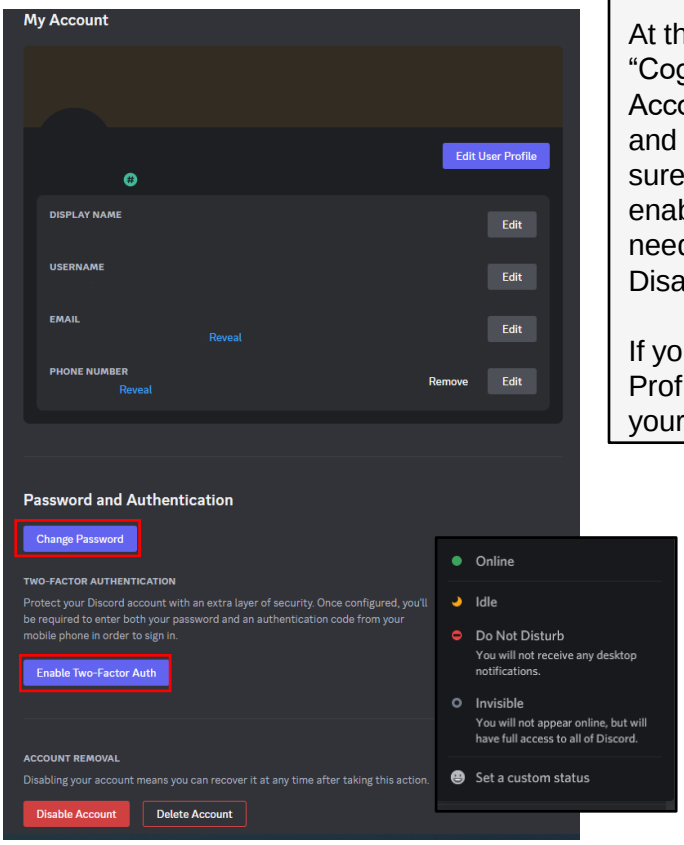




SAFEGUARD *Digital Identity Protection Toolkit*

DISCORD

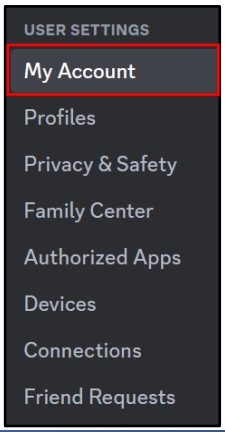
- **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** remember there are privacy concerns when using your name and birthdate when registering for free services, such as apps and social media.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.
- **Don't** post anything in Discord that you wouldn't want seen by the general public. It may be a private server, but conversations and photos/videos can be captured by screenshot or recorded and leaked.
- **Don't** establish connections with people or Servers you do not know or trust. Understand that people are not always who they say they are online.
- **Don't** forget to remind family members to take similar precautions with their accounts. Their privacy and share settings can expose your personal data.



My Account

At the bottom left of Discord, click on the "Cog," to access "My Account." Under "My Account," you can see your basic information and edit it as necessary. You should make sure that Two-Factor Authentication is enabled. If you decide you no longer have a need for a Discord account, you can either Disable or Delete the account.

If you select the green icon underneath your Profile Picture, it will bring up the option to set your status.

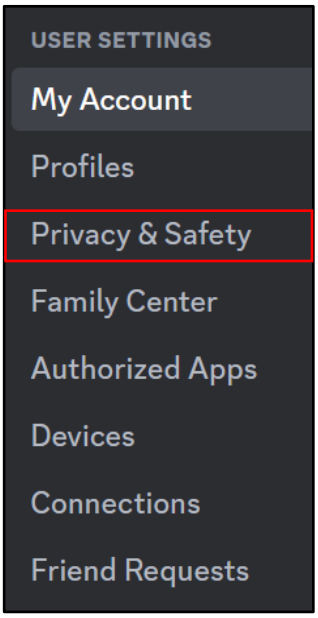


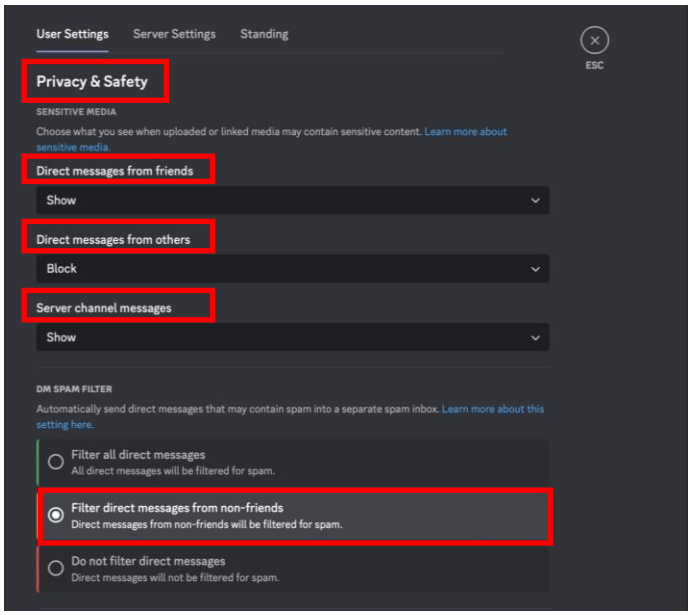
Discord is a free voice, video, and text chat app that's used by tens of millions of people ages 13+ to talk and hang out with their communities and friends. The vast majority of servers are private, invite-only spaces for groups of friends and communities to stay in touch and spend time together.

DISCORD

Privacy & Safety

Under “Privacy & Safety” you can adjusts the settings on what “Explicit Images” you can see and if you want your “Direct Messages” sent to spam. It is recommended that you have it set to “Filter direct messages from non-friends” at the minimum.

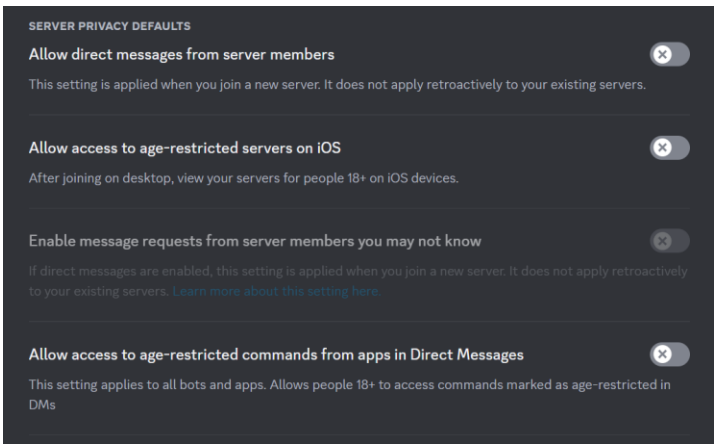


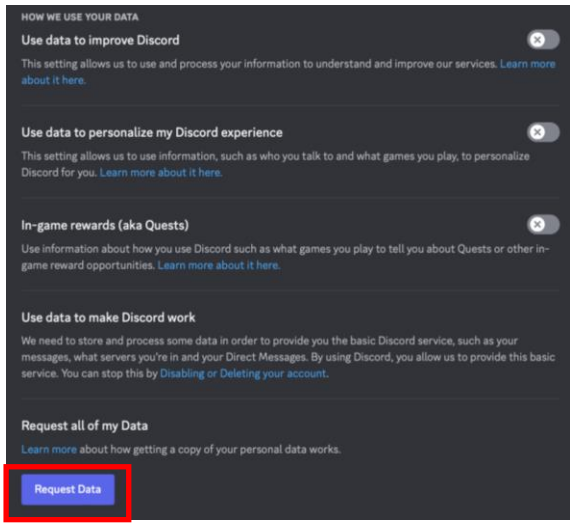

User Settings
Server Settings
Standing
ESC
Privacy & Safety
SENSITIVE MEDIA
Choose what you see when uploaded or linked media may contain sensitive content. Learn more about sensitive media.
Direct messages from friends
Show
Direct messages from others
Block
Server channel messages
Show
DM SPAM FILTER
Automatically send direct messages that may contain spam into a separate spam inbox. Learn more about this setting here.
Filter all direct messages
All direct messages will be filtered for spam.
Filter direct messages from non-friends
Direct messages from non-friends will be filtered for spam.
Do not filter direct messages
Direct messages will not be filtered for spam.

Privacy & Safety

Under “Server Privacy Defaults,” there are options to “Allow Direct messages from server members” and “Allow access to age-restricted servers on IOS.” It is recommended you don’t join servers you don’t trust, however here you can turn off the ability for server members to Direct Message you. It is also recommend you keep “Enable message requests from other server members you may not know” turned off.

Under “How we use your Data,” it is recommended that you turn all options off so that Discord isn’t gathering any data from you. If you want to know what data Discord has collected, you can “Request Data,” which can take up to 30 days to receive.


SERVER PRIVACY DEFAULTS
Allow direct messages from server members
This setting is applied when you join a new server. It does not apply retroactively to your existing servers.
Allow access to age-restricted servers on iOS
After joining on desktop, view your servers for people 18+ on iOS devices.
Enable message requests from server members you may not know
If direct messages are enabled, this setting is applied when you join a new server. It does not apply retroactively to your existing servers. Learn more about this setting here.
Allow access to age-restricted commands from apps in Direct Messages
This setting applies to all bots and apps. Allows people 18+ to access commands marked as age-restricted in DMs

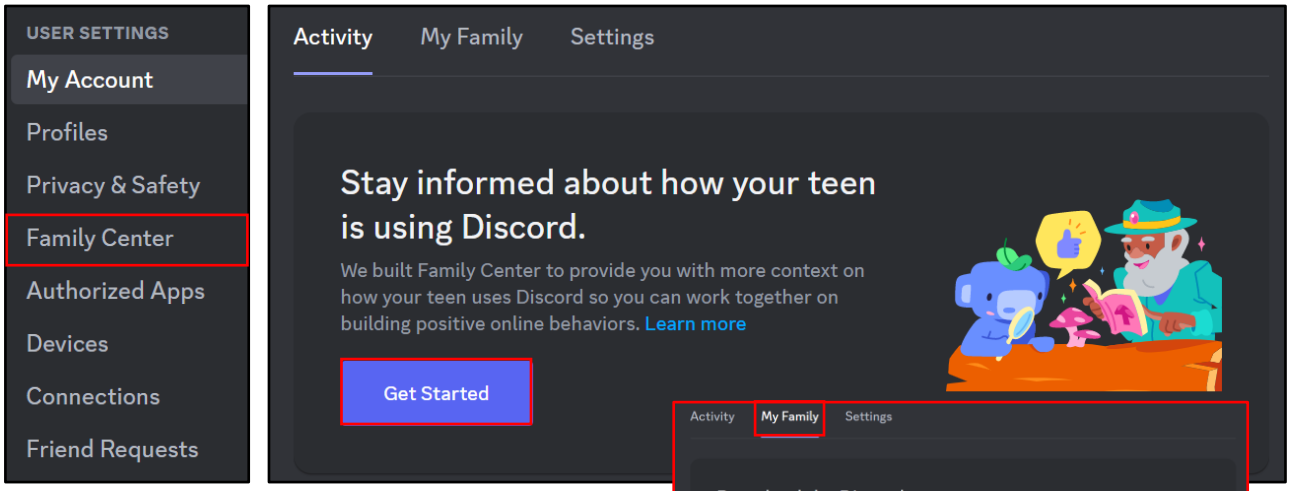

HOW WE USE YOUR DATA
Use data to improve Discord
This setting allows us to use and process your information to understand and improve our services. Learn more about it here.
Use data to personalize my Discord experience
This setting allows us to use information, such as who you talk to and what games you play, to personalize Discord for you. Learn more about it here.
In-game rewards (aka Quests)
Use information about how you use Discord such as what games you play to tell you about Quests or other in-game reward opportunities. Learn more about it here.
Use data to make Discord work
We need to store and process some data in order to provide you the basic Discord service, such as your messages, what servers you're in and your Direct Messages. By using Discord, you allow us to provide this basic service. You can stop this by Disabling or Deleting your account.
Request all of my Data
Learn more about how getting a copy of your personal data works.
Request Data

SAFEGUARD *Digital Identity Protection Toolkit*

DISCORD

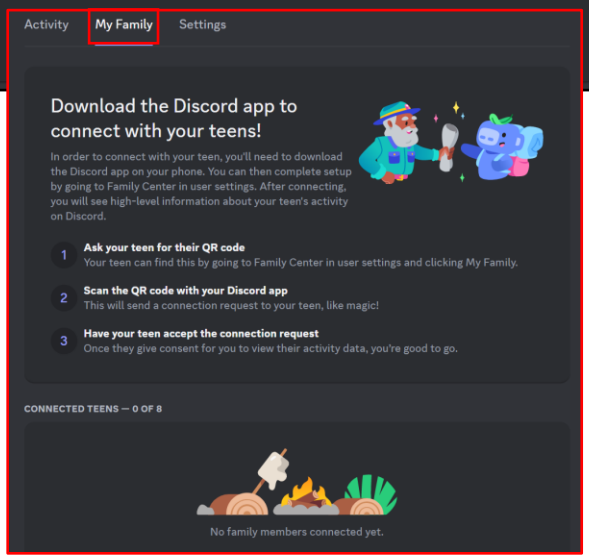
Family Center

Still under “User Settings,” you can navigate to “Family Center.” Here you can utilize discord to help kids your kids safe by monitoring who they’re in contact with. Once you click “Get Started,” discord will help you through the process.



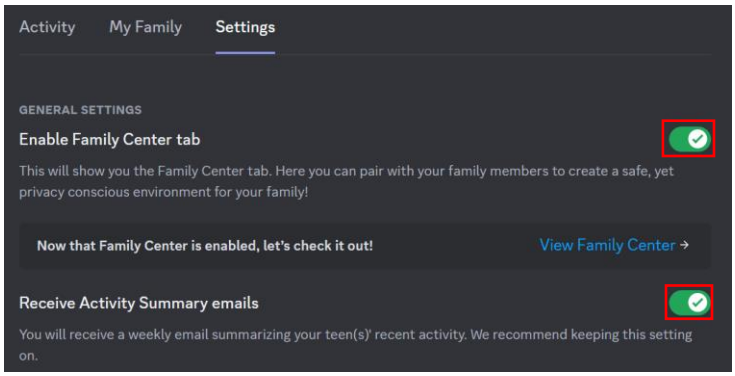
Family Center

After you click “Get Started,” the directions to the right will appear on your screen. Once you have connected with your teen, it will show it under “Connected Teens.” You can always reach this tab by going to the “My Family” tab.


Activity
My Family
Settings
Download the Discord app to connect with your teens!
In order to connect with your teen, you'll need to download the Discord app on your phone. You can then complete setup by going to Family Center in user settings. After connecting, you will see high-level information about your teen's activity on Discord.
1 Ask your teen for their QR code
Your teen can find this by going to Family Center in user settings and clicking My Family.
2 Scan the QR code with your Discord app
This will send a connection request to your teen, like magic!
3 Have your teen accept the connection request
Once they give consent for you to view their activity data, you're good to go.
CONNECTED TEENS — 0 OF 8
No family members connected yet.

Family Center

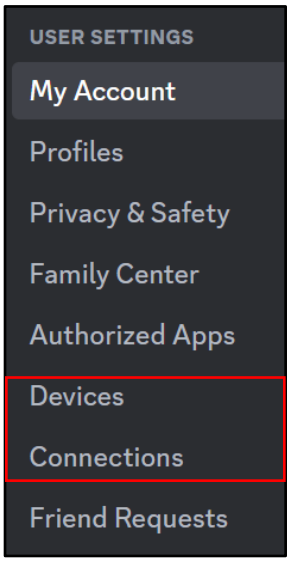
Under the “Settings” tab, you can “Enable Family Center tab” and also choose to “Receive Activity Summary emails” which gives you a weekly email of your teens activity.

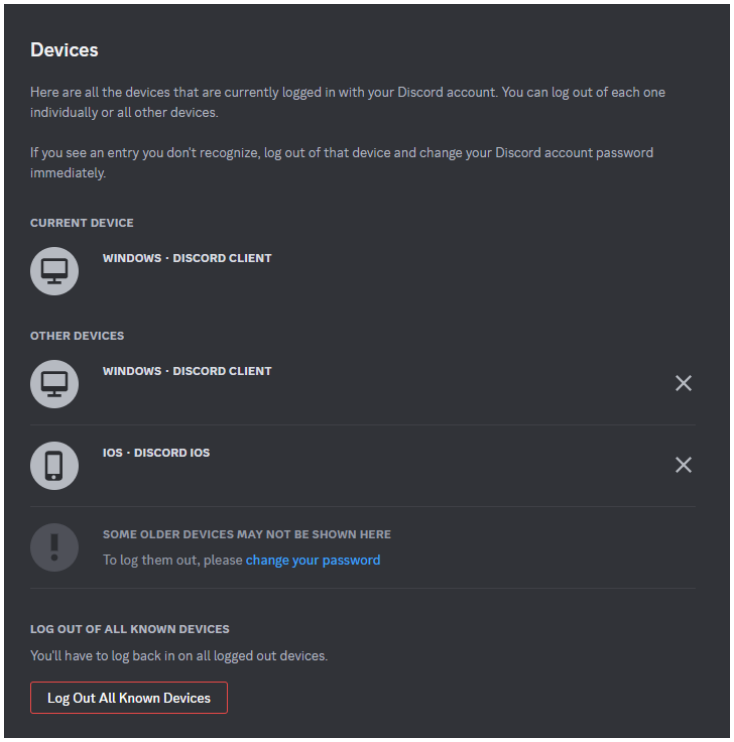

Activity
My Family
Settings
GENERAL SETTINGS
Enable Family Center tab
This will show you the Family Center tab. Here you can pair with your family members to create a safe, yet privacy conscious environment for your family!
Now that Family Center is enabled, let's check it out!
View Family Center
Receive Activity Summary emails
You will receive a weekly email summarizing your teen(s)' recent activity. We recommend keeping this setting on.

DISCORD

Devices

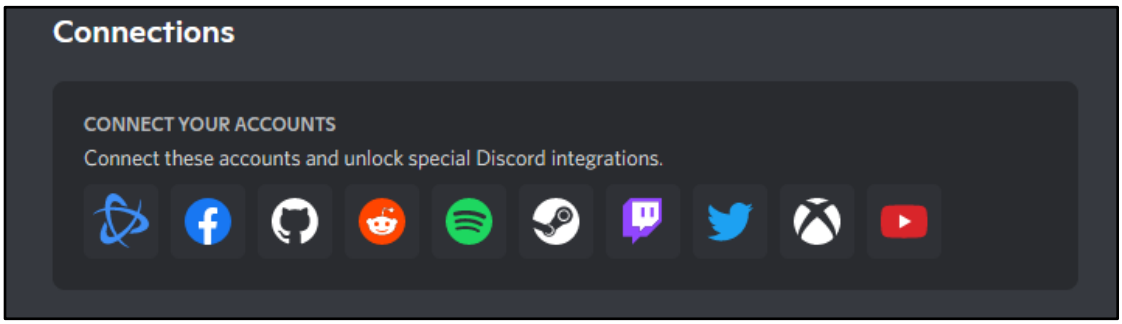
Under “User Settings,” locate the “Devices” Tab. Here you can see all the devices that your discord is connected to. If there is a device connected that you don’t recognize, it is recommended that you log out of it and change your password immediately. You can also choose to “Log out of all known devices” at the bottom.




Devices
Here are all the devices that are currently logged in with your Discord account. You can log out of each one individually or all other devices.
If you see an entry you don't recognize, log out of that device and change your Discord account password immediately.
CURRENT DEVICE
WINDOWS · DISCORD CLIENT
OTHER DEVICES
WINDOWS · DISCORD CLIENT
IOS · DISCORD IOS
SOME OLDER DEVICES MAY NOT BE SHOWN HERE
To log them out, please change your password
LOG OUT OF ALL KNOWN DEVICES
You'll have to log back in on all logged out devices.
Log Out All Known Devices

Connections

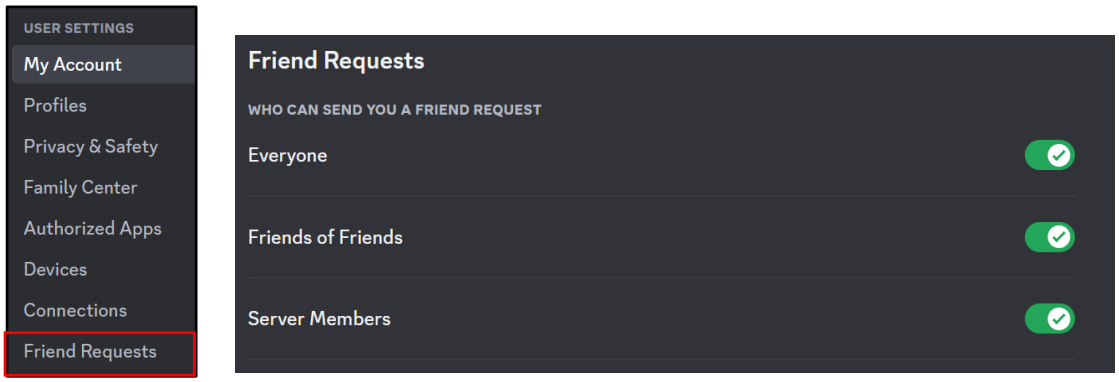
Under “User Settings,” locate the “Connections” Tab. There are tons of application that Discord recognizes and can connect to your account. However, it is recommended that you don’t link your accounts.



DISCORD

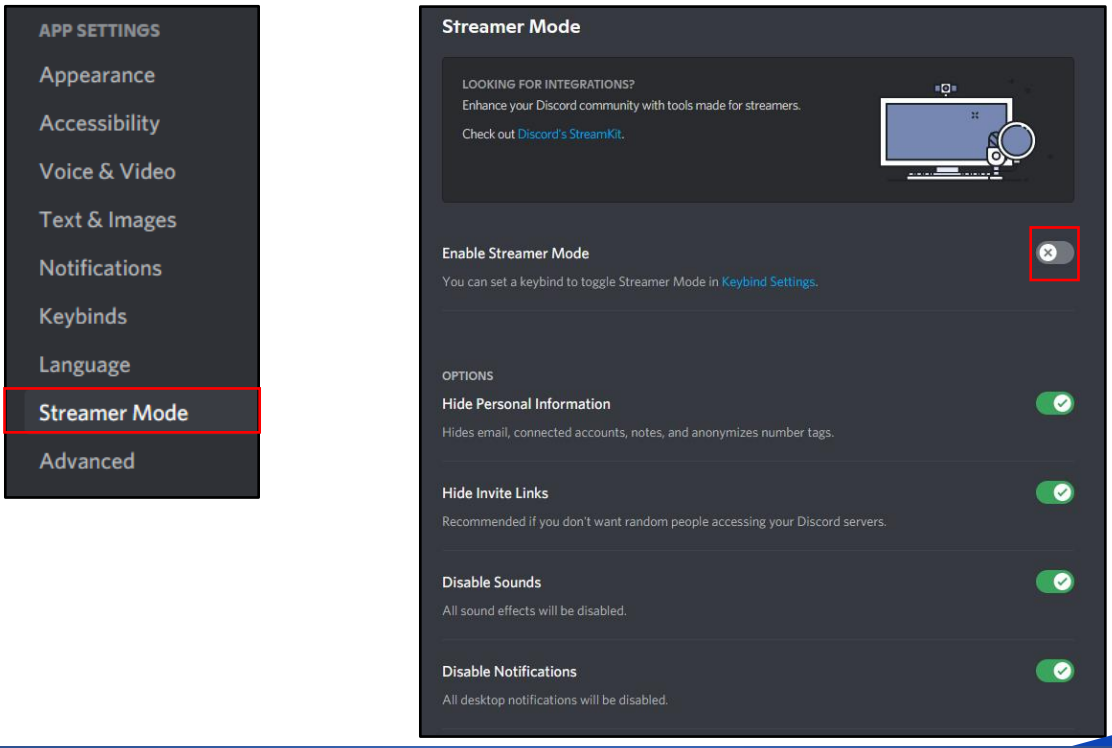
Friend Requests

Under “Friend Requests,” you can choose who send you friend requests. It is recommended you take caution if you choose to enable “everyone” and to always verify who the person sending the request is before accepting it



Streaming

Under “App Settings,” there is an option to enable “Streamer Mode.” If you stream, and you use Discord as an integration tool to do so, it is recommended that you keep “Streamer Mode” on. Here you can choose the options that best suit your privacy settings.

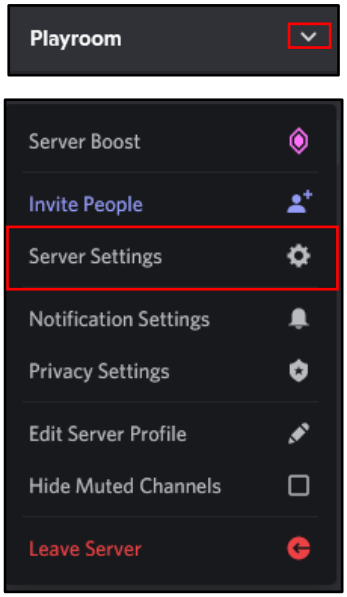


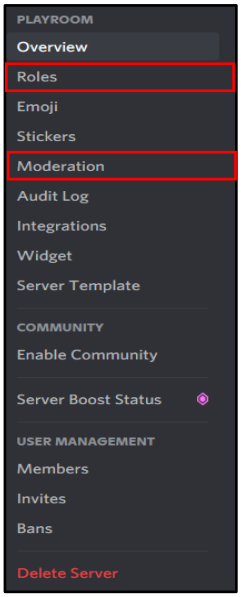
Discord prioritizes safety and privacy among community members. They don’t sell your personal data or share it with third parties for advertising purposes.

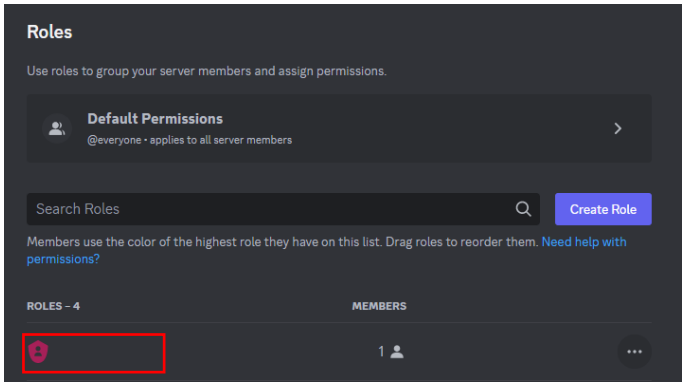
DISCORD

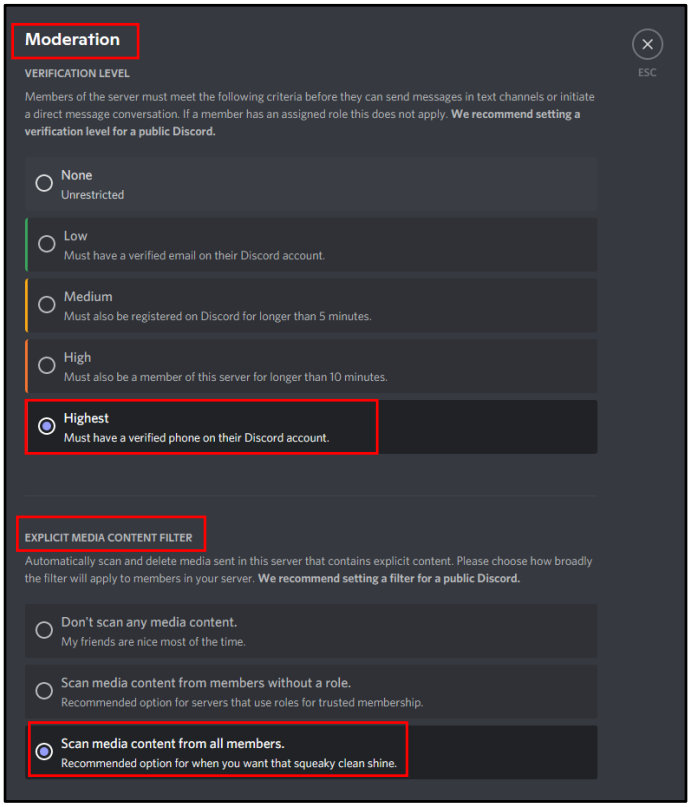
Roles

In your Discord server, there is a drop-down arrow as highlighted in red to the left. From here you can access the “Server Settings.” Once there, you can go over to “Roles,” which allows you to create specific roles for members in your discord server. Each “Role” can have different permissions, with varying levels to it.






Roles
Use roles to group your server members and assign permissions.
Default Permissions
@everyone • applies to all server members
Search Roles
Create Role
Members use the color of the highest role they have on this list. Drag roles to reorder them. Need help with permissions?
ROLES – 4
MEMBERS
1


Moderation
ESC
VERIFICATION LEVEL
Members of the server must meet the following criteria before they can send messages in text channels or initiate a direct message conversation. If a member has an assigned role this does not apply. We recommend setting a verification level for a public Discord.
None
Unrestricted
Low
Must have a verified email on their Discord account.
Medium
Must also be registered on Discord for longer than 5 minutes.
High
Must also be a member of this server for longer than 10 minutes.
Highest
Must have a verified phone on their Discord account.
EXPLICIT MEDIA CONTENT FILTER
Automatically scan and delete media sent in this server that contains explicit content. Please choose how broadly the filter will apply to members in your server. We recommend setting a filter for a public Discord.
Don't scan any media content.
My friends are nice most of the time.
Scan media content from members without a role.
Recommended option for servers that use roles for trusted membership.
Scan media content from all members.
Recommended option for when you want that squeaky clean shine.

Moderation

Under “Overview” in your Discord server, go to the “Moderation” tab. Here you are able to set the “Verification Level,” which allows you to control the criteria a Discord user in your server must have before they can send messages or direct messages. You can also set the “Explicit Media Content Filter” which will scan and delete media that contains explicit content. It is recommended that you set these to “Highest” and “Scan media content from all members.”

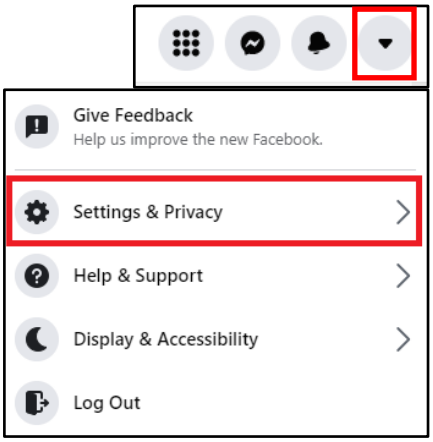
FACEBOOK

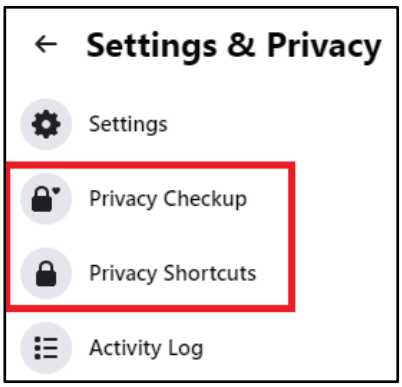
- **Do** use pictures of something other than yourself for cover and profile photos. Cover and profile photos are always Public.
- **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** select "Only Me" or "Friends" for all available settings options. Ensure that family members take similar precautions with their accounts.
- **Don't** add your birthdate, location, phone number, or other personal details to your profile. If you do add this information, make sure its privacy toggle is set to "Only Me."
- **Don't** link your Facebook account to any third-party applications such as Twitter, LinkedIn, or gaming apps.
- **Don't** establish connections with individuals you do not know and trust.
- **Don't** discuss specific or sensitive details on Facebook…keep discussions general.

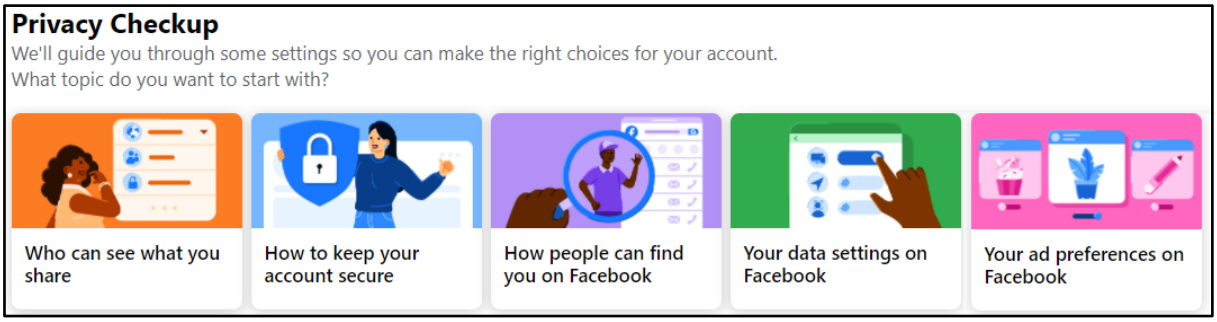
Privacy Checkup

Starting at the Home Page, select the Down Arrow in the top right corner (shown below) and select "Settings & Privacy." Next, select "Privacy Checkup" and walk through each box on the screen that follows. This is an abbreviated version of the full privacy settings review. You could also use this feature to complete checks on a regular basis, for instance each month, just to make sure you stay on top of changes. Secondly, you can select "Privacy Shortcuts" to quickly get to additional privacy information and access useful details about Facebook's ad policy and processes.

In recent years, Facebook has continuously enhanced its privacy efforts to better protect user data. As a result, settings change often, and new settings may be added at any time.






Privacy Checkup
We'll guide you through some settings so you can make the right choices for your account.
What topic do you want to start with?
Who can see what you share
How to keep your account secure
How people can find you on Facebook
Your data settings on Facebook
Your ad preferences on Facebook

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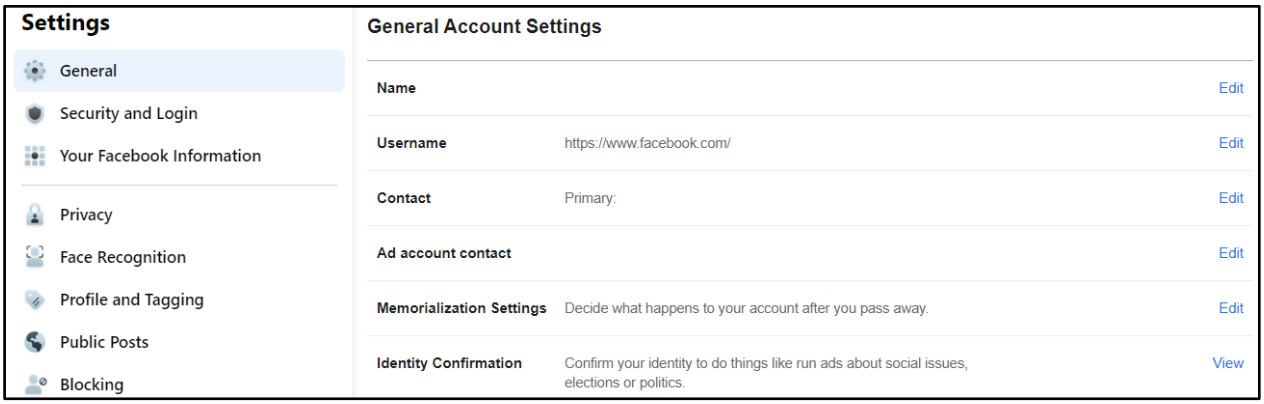
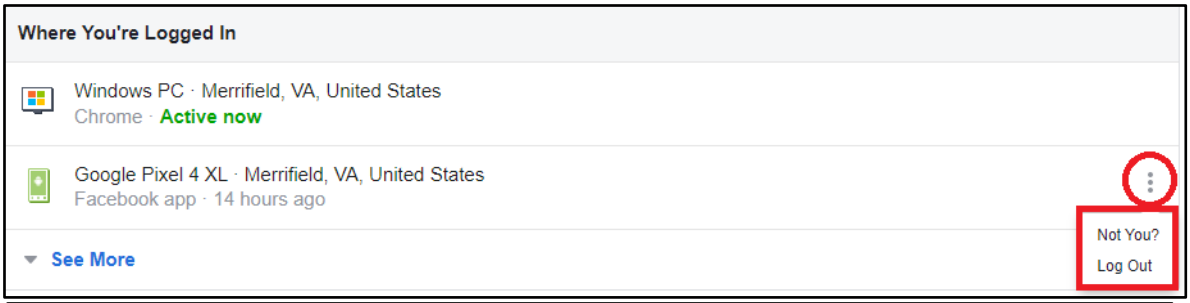
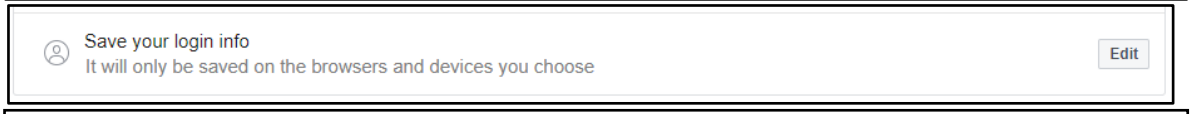
FACEBOOK

Starting in the “General” section, go through and review your information. Remember, your “Username” (in your profile URL) will be Public, along with your “Name.” In this section you can add a new email address and phone number, decide what happens with your account when you die, and direct Facebook ads to a different email address.

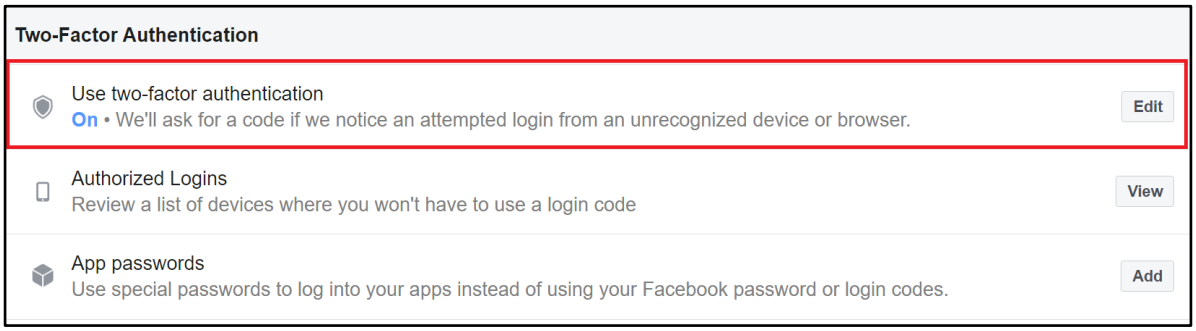


Under “Security and Login,” look at the “Where You’re Logged In” section and ensure you recognize each location Facebook has you logged in from. Some of these locations can be repetitive based on different sessions, devices, or browsers. If you do not recognize a location, you can select the three dots and choose “Not You?” Facebook will take you through steps to help ensure your account is secure. Next, under “Login,” select “Save your login info,” you have the choice to keep yourself logged in on any device you choose. It is recommended that you NOT enable this function, and instead choose to log in each time you open Facebook. This way your account is secure even if you lose your computer or mobile device. Select the “Edit” button to the right of the “Save your login info” and then select “Remove saved login info.”


Where You're Logged In
Windows PC · Merrifield, VA, United States
Chrome · Active now
Google Pixel 4 XL · Merrifield, VA, United States
Facebook app · 14 hours ago
See More
Not You?
Log Out

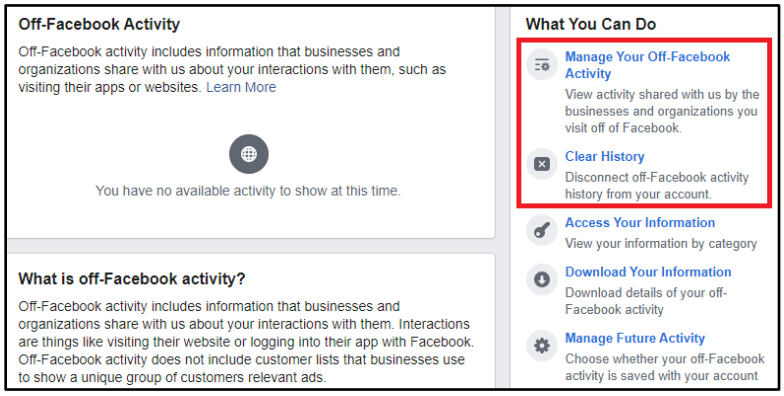


It is recommended that you enable Two-factor Authentication in order to give your account the highest level of security available. Click on the “Edit” button to the right of “Use two-factor authentication” and choose the security method you prefer or are most familiar with. A security code will be sent to you for verification each time you log in.


Two-Factor Authentication
Use two-factor authentication
On • We'll ask for a code if we notice an attempted login from an unrecognized device or browser.
Edit
Authorized Logins
Review a list of devices where you won't have to use a login code
View
App passwords
Use special passwords to log into your apps instead of using your Facebook password or login codes.
Add

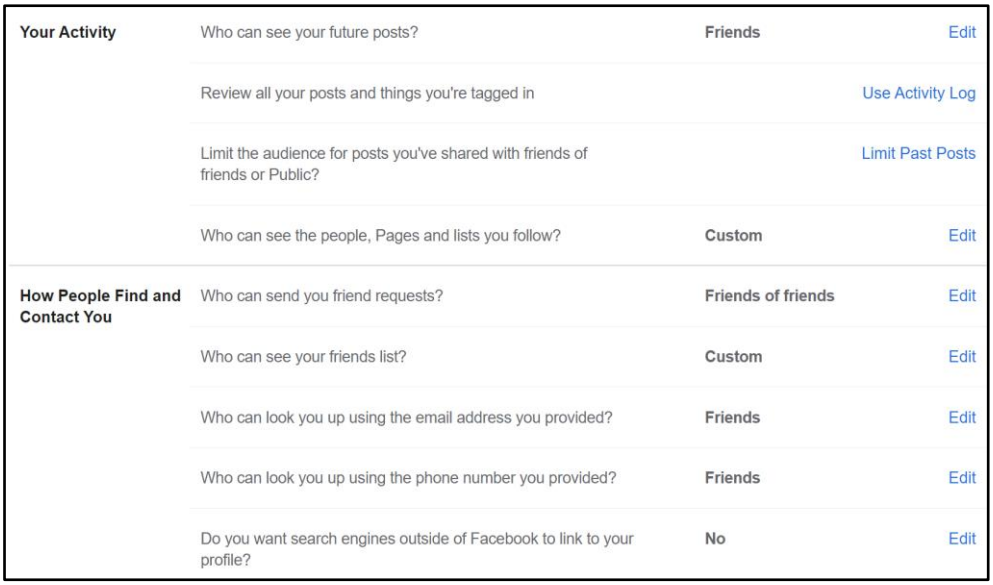
FACEBOOK

Next, go back to the column on the left-hand side and select “Your Facebook Information.” Select “Off-Facebook Activity” and clear your history. It is highly recommended that you forbid Facebook from tracking your “Off-line” activity. Select “Clear History” and click on the “Clear History” button on the pop-up. Also consider selecting “More Options,” then “Manage Future Activity” to limit the kinds of information Facebook can collect from your “Off-Facebook Activity” in the future. Follow the prompts to “Manage Future Activity.”


Off-Facebook Activity
Off-Facebook activity includes information that businesses and organizations share with us about your interactions with them, such as visiting their apps or websites. Learn More
You have no available activity to show at this time.
What is off-Facebook activity?
Off-Facebook activity includes information that businesses and organizations share with us about your interactions with them. Interactions are things like visiting their website or logging into their app with Facebook. Off-Facebook activity does not include customer lists that businesses use to show a unique group of customers relevant ads.
What You Can Do
Manage Your Off-Facebook Activity
View activity shared with us by the businesses and organizations you visit off of Facebook.
Clear History
Disconnect off-Facebook activity history from your account.
Access Your Information
View your information by category
Download Your Information
Download details of your off-Facebook activity
Manage Future Activity
Choose whether your off-Facebook activity is saved with your account

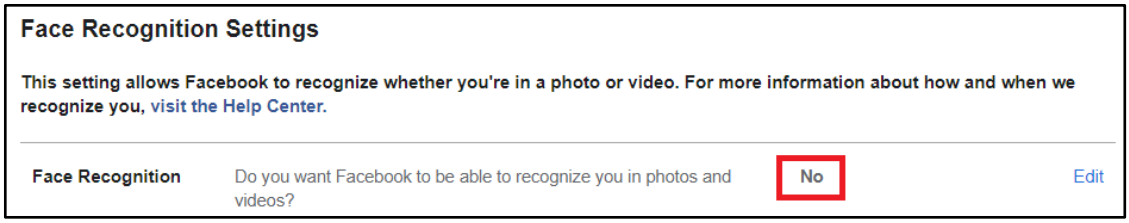
Now head back to your “Settings” page and select “Privacy” from the tabs on the left side. Completing this section is one of the most important aspects to keeping your information safeguarded on Facebook. This section puts you, the user in charge of decisions about where your data goes and who can see it. Take some time to ensure each section is set to your preference. It is recommended no category be set to “Public.” If you have friends on your Facebook that you do not fully trust, it is a good idea to select “Only Me” where your personal information is concerned.

It is recommended choosing “Only Me” wherever possible but understand that this could undermine the “social” intent of Facebook. It is strongly recommended you leave the “Only Me” setting for “Who can see your friends list” to protect yourself and your social network. Where you cannot leave “Only Me” selected, the next best option is to choose “Friends.” Finally, it is recommended you do not allow Facebook to link other search engines to your profile.


Your Activity
Who can see your future posts?
Friends
Edit
Review all your posts and things you're tagged in
Use Activity Log
Limit the audience for posts you've shared with friends of friends or Public?
Limit Past Posts
Who can see the people, Pages and lists you follow?
Custom
Edit
How People Find and Contact You
Who can send you friend requests?
Friends of friends
Edit
Who can see your friends list?
Custom
Edit
Who can look you up using the email address you provided?
Friends
Edit
Who can look you up using the phone number you provided?
Friends
Edit
Do you want search engines outside of Facebook to link to your profile?
No
Edit

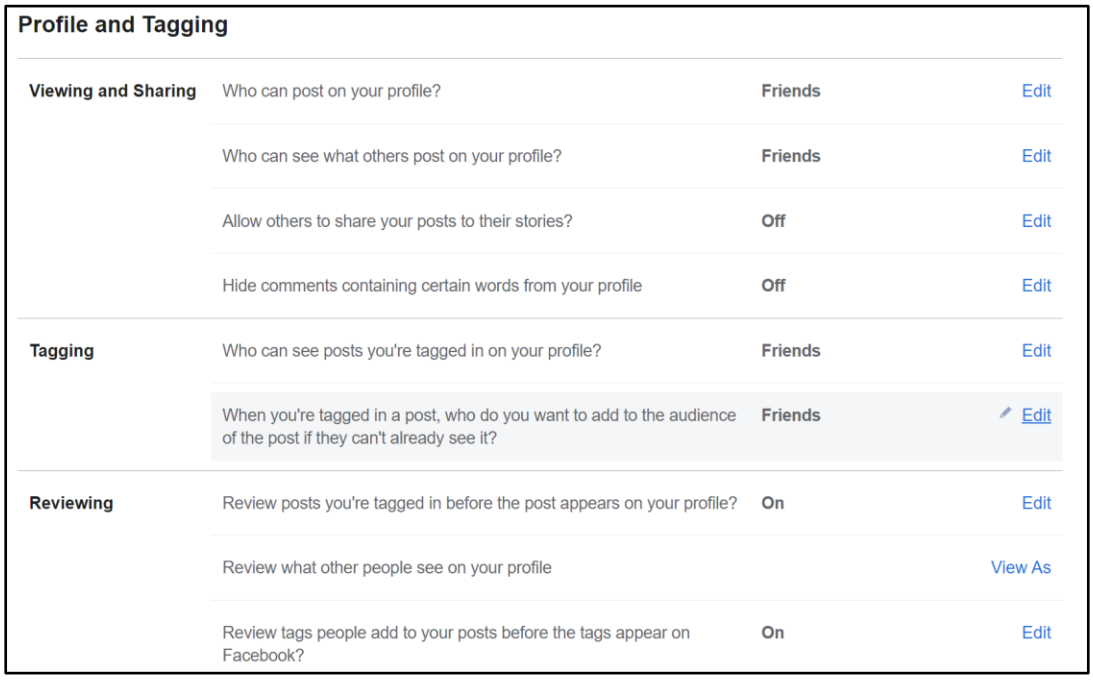
FACEBOOK

Next, head back over to the left side “Settings” menu and select “Face Recognition.” It is recommended that you not allow Facebook to recognize your face in videos or photos. Simply select “Edit” and “No” from the drop-down menu.

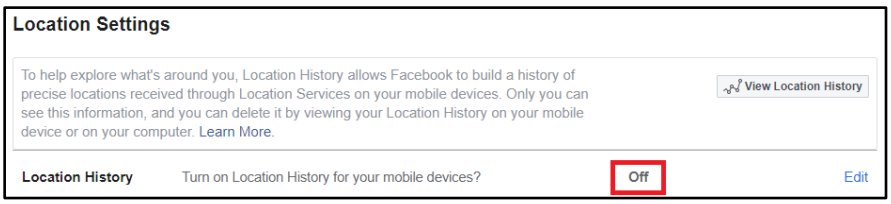

Face Recognition Settings
This setting allows Facebook to recognize whether you're in a photo or video. For more information about how and when we recognize you, visit the Help Center.
Face Recognition
Do you want Facebook to be able to recognize you in photos and videos?
No
Edit

Now select “Profile and Tagging” from the side “Settings” menu. It is recommended that all items be updated from “Public” to either “Friends” or “Only Me.” Make sure to turn “On” each section under “Reviewing” so that any tag created with your name on it requires your review before being posted.

Under “Reviewing,” you can also view your profile from the perspective of the public. Select “View As” next to “Review what other people see on your profile.” While reviewing your profile from the public perspective, take note of anything you want to lock down or delete, such as old profile pictures.


Profile and Tagging
Viewing and Sharing
Who can post on your profile?
Friends
Edit
Who can see what others post on your profile?
Friends
Edit
Allow others to share your posts to their stories?
Off
Edit
Hide comments containing certain words from your profile
Off
Edit
Tagging
Who can see posts you're tagged in on your profile?
Friends
Edit
When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it?
Friends
Edit
Reviewing
Review posts you're tagged in before the post appears on your profile?
On
Edit
Review what other people see on your profile
View As
Review tags people add to your posts before the tags appear on Facebook?
On
Edit

In the “Location” section make sure Facebook shows your location as “Off.” You must also turn your location settings to “Off” on each of your mobile devices to ensure your location data is not shared with Facebook.

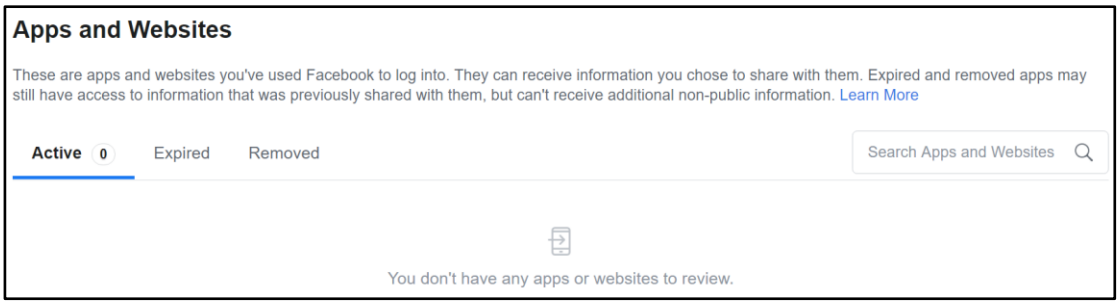

Location Settings
To help explore what's around you, Location History allows Facebook to build a history of precise locations received through Location Services on your mobile devices. Only you can see this information, and you can delete it by viewing your Location History on your mobile device or on your computer. Learn More.
View Location History
Location History
Turn on Location History for your mobile devices?
Off
Edit

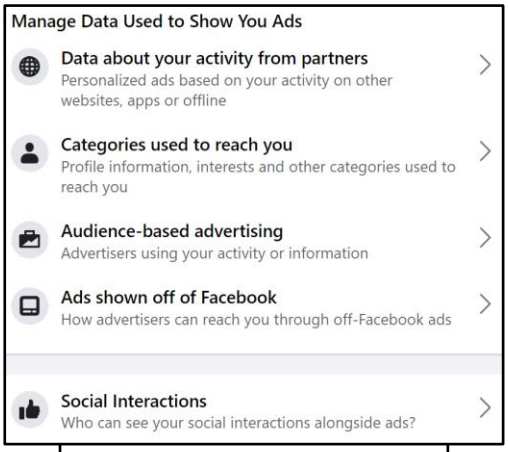
FACEBOOK

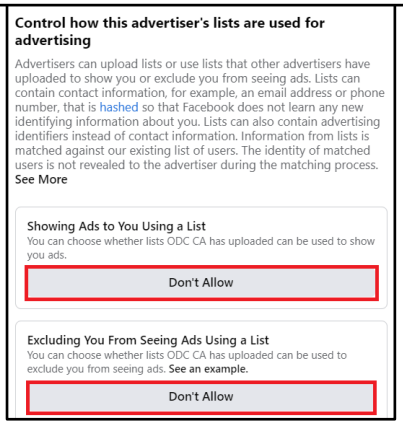
The “Stories” function has become popular, so it is important to remember to lock it down. Luckily, Facebook has created a new feature that prohibits others from sharing your Stories. Select “Stories” from the Settings menu and set both “Sharing Options” to “Don’t Allow.”

Now for the “Apps and Websites” section. For security purposes, this section should have zero apps or websites listed. If there are any apps or websites listed, it means you have allowed them to log you in with your Facebook account or to share data between platforms.

If you have allowed apps or websites access to your Facebook account, you can remove and delete those accesses here. Make sure to check the “Active” and “Expired” section tabs at the top of this box.


Apps and Websites
These are apps and websites you've used Facebook to log into. They can receive information you chose to share with them. Expired and removed apps may still have access to information that was previously shared with them, but can't receive additional non-public information. Learn More
Active 0
Expired
Removed
Search Apps and Websites
You don't have any apps or websites to review.

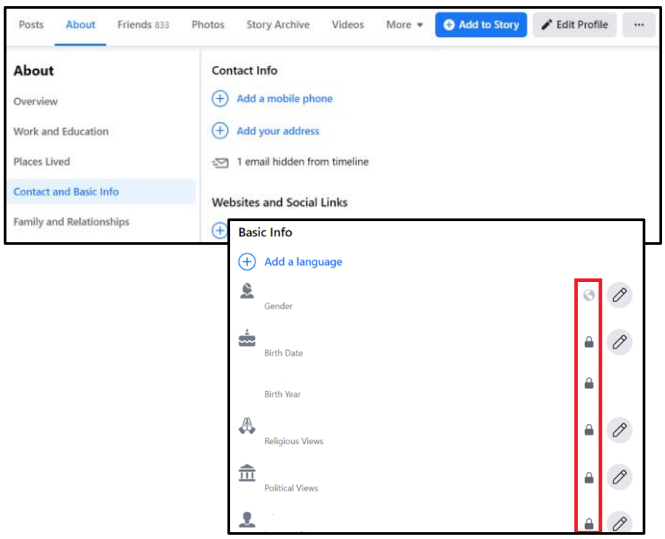

Manage Data Used to Show You Ads
Data about your activity from partners
Personalized ads based on your activity on other websites, apps or offline
Categories used to reach you
Profile information, interests and other categories used to reach you
Audience-based advertising
Advertisers using your activity or information
Ads shown off of Facebook
How advertisers can reach you through off-Facebook ads
Social Interactions
Who can see your social interactions alongside ads?


Control how this advertiser's lists are used for advertising
Advertisers can upload lists or use lists that other advertisers have uploaded to show you or exclude you from seeing ads. Lists can contain contact information, for example, an email address or phone number, that is hashed so that Facebook does not learn any new identifying information about you. Lists can also contain advertising identifiers instead of contact information. Information from lists is matched against our existing list of users. The identity of matched users is not revealed to the advertiser during the matching process. See More
Showing Ads to You Using a List
You can choose whether lists ODC CA has uploaded can be used to show you ads.
Don't Allow
Excluding You From Seeing Ads Using a List
You can choose whether lists ODC CA has uploaded can be used to exclude you from seeing ads. See an example.
Don't Allow

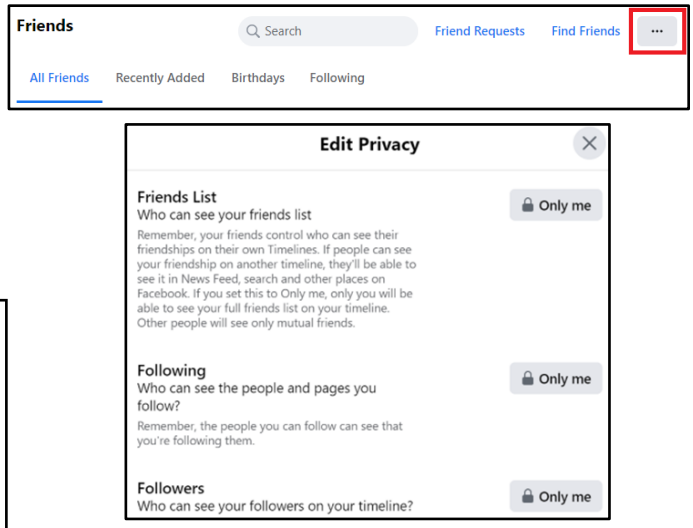
On the left side “Settings” menu select “Ads.” This will take you to the “Ads Preference” section. Most important here is the “Ad Settings” section. In this section you can manage where Facebook allows ads to pull information about you from. It is recommended that you do not allow Facebook to personalize ads for you on any account you may have linked to Facebook (which ideally should be none). Next in “Categories used to reach you” it is recommended that you toggle each section to off so that Facebook ads cannot use your personal information to provide ads to you. In this same section it is also important to review the “Interest Categories” and the “Other Categories,” both of which have additional information that can be limited. Now, select “Audience-based advertising” to review each advertiser that uses your information to generate ads. It is a best practice to go through each listed advertiser who is using your information. Select the advertiser then select the section under “Why are you in this advertiser’s audience?” and select “Don’t Allow” in each section where it is permitted (shown to the left highlighted in red). Finally, select “Ads shown off of Facebook” where it is recommended you select “Not Allowed” to prevent advertisers from pushing ads to you while off Facebook.

FACEBOOK

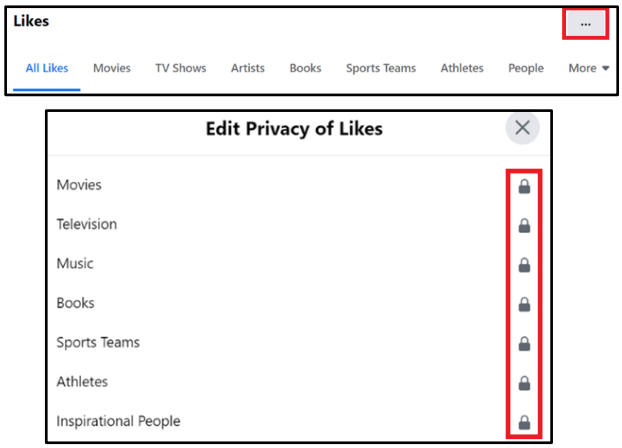
Now that you have completed the “Settings” sections, let’s secure your personal profile information. From the “Home” screen, select your profile picture or username to take you to your profile page. Next, select “About” on your profile page. You should go through each topic in the “About” section and make sure the privacy settings are as secure as possible. You will see two update opportunities for each item: “Privacy” and “Edit.” For whom the information is seen by, it is recommended you choose “Only Me” as much as possible, and “Friends” as a second choice. When editing, remember to include the least amount of information possible wherever you can. You can leave some inputs blank but when you need to provide information, keep it vague.



Next is the “Friends” section. Here, select the ellipsis button in the upper right corner of the section. Select “Edit Privacy” and then adjust the settings in the pop-up box (see right). It is recommended setting all three options to “Only Me.”


Friends
Search
Friend Requests
Find Friends
All Friends
Recently Added
Birthdays
Following
Edit Privacy
Friends List
Who can see your friends list
Only me
Remember, your friends control who can see their friendships on their own Timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will see only mutual friends.
Following
Who can see the people and pages you follow?
Only me
Remember, the people you can follow can see that you're following them.
Followers
Who can see your followers on your timeline?
Only me

The things you “Like” on Facebook can be analyzed to create an accurate profile of you. This information can be a lot more dangerous than you might imagine. In the “About” section, scroll down to “Likes” and you will be able to control who sees each category by selecting the ellipsis button to the right of each interest (e.g., sports, music). Select “Edit Privacy” and set your “Likes Privacy” icon to “Only Me” or “Friends” on each section. “Only Me” is the most secure choice and recommended whenever possible.



Although you have enhanced the security of your “Likes” categories, you will need to repeat the process in each section that is currently visible on your profile. If you do not want or need people to view what you “Like,” it is highly recommended that all topics be “Only Me” in order to prevent unknown users from gaining information about you.

INSTAGRAM

• **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
• **Do** remember there are privacy concerns when using your name and birthdate when registering for free services, such as apps and social media. It is not necessary to use your real name or birthdate when creating an account.
• **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.

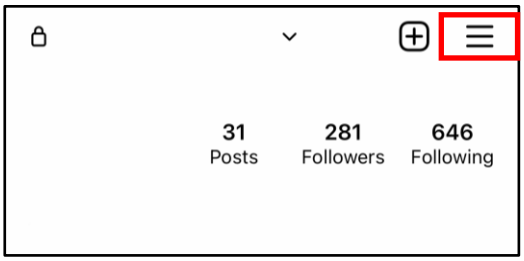
• **Don't** use geo-location tags — Geo-tags that give your location pose a personal security risk. Although Instagram deletes metadata (including geo-tags) from photos during uploading, disabling them on your devices is good general safety practice.
• **Don't** establish connections with people you do not know. Understand that people are not always who they say they are online.
• **Don't** forget to remind family members to take similar precautions with their accounts. Their privacy and share settings can expose your personal data.

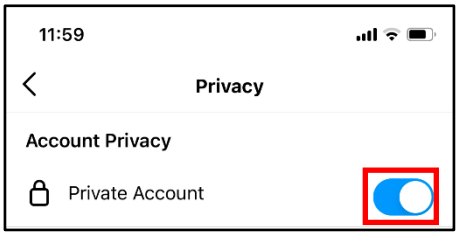
Privacy Settings

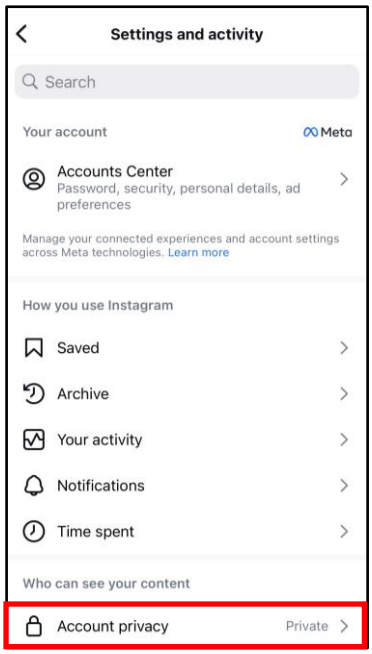
It is highly recommended that you set your account to "Private."

Select the "Menu" icon located at the top or the bottom of your screen. Then scroll down to "Account Privacy."

At the top, you'll see the "Account Privacy" section, then toggle "Private Account" to "On."

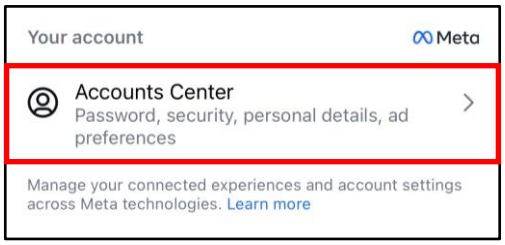






Instagram now provides you with the ability to update your settings on either your mobile device or computer. It is important to note that while some settings are available only on your smart device and a few are only available on your computer, but security settings on mobile devices are typically more robust! Any device used to access Instagram should be checked. * Images are of iPhone (iOS)

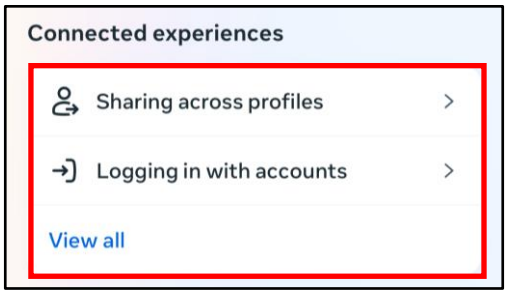
INSTAGRAM


Your account
Meta
Accounts Center
Password, security, personal details, ad preferences
Manage your connected experiences and account settings across Meta technologies. Learn more

Account Center

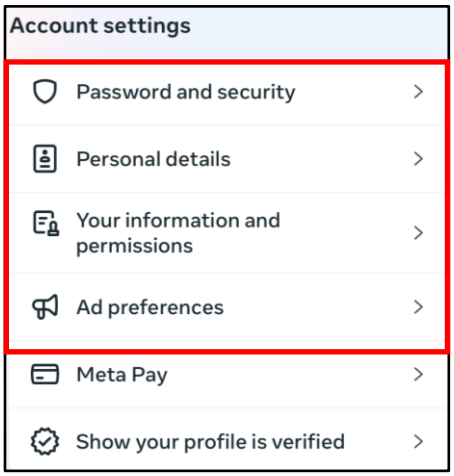
Instagram consolidated your Password, security, personal details and ad preferences all under the "Account Center."

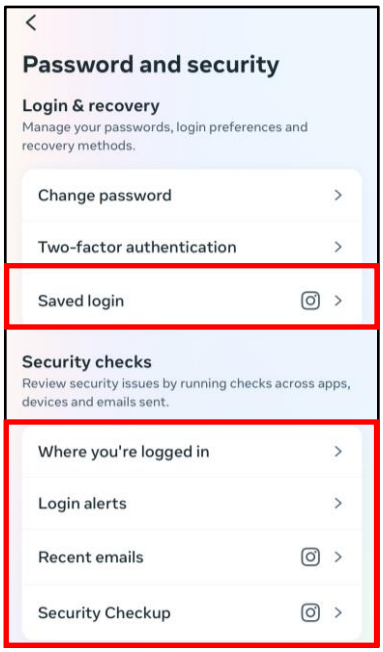
Once in "Account Center," you will see "Sharing across profiles" and "Logging in with accounts." These let you add accounts so you can share your Instagram story on your Facebook. It is recommended that you don't link these accounts.



Account settings

Still in the "Accounts Center," there is the "Account settings" portion. Here you should review the tabs "Password and security," "Personal details," "Your information and permissions," and "ad preferences" as highlighted in red.





Password and security

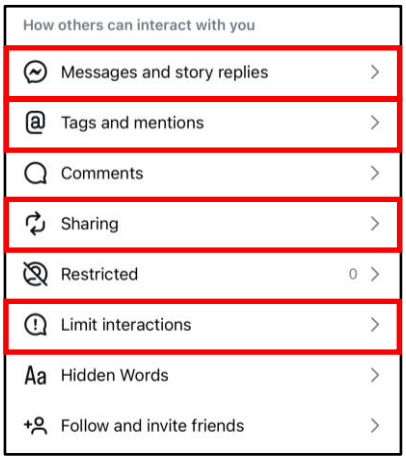
While in this tab, you should look at the "Saved login" tab. It is recommended that you have this turned off, so that if someone gets access to your device, they wont have access to your account without the password. You can also go through the "Security checks" where it is recommended you go to the "where you're logged in" to tab so you can see if there are any unauthorized devices, as well as turn on "Login alerts," so to be notified if someone logs into your account

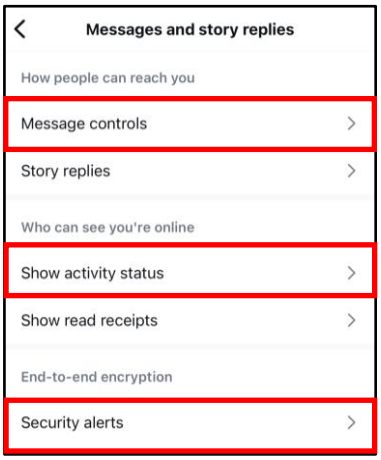
It is recommended that you change your password at least once a year, for security purposes and always keep two-factor authentication enabled. If you suspect that someone has access to your account, or got a notification that it was logged into, immediately change the password.

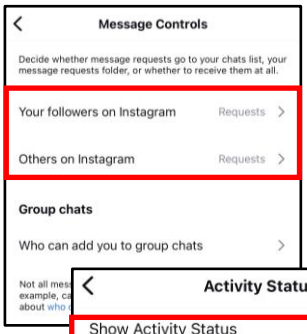
INSTAGRAM

Your Activity

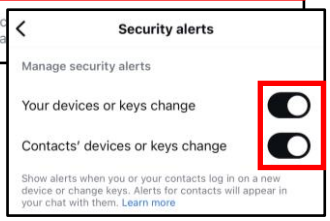
Once you're done in "Accounts Center," go back to "Settings and activity." Here you can scroll down to get to "how others can interact with you." Once there, go to "Messages and story replies." Here you can control your "Message controls," "Show activity status," and "Security alerts." It is recommended you go through these features and at minimum have the "Security alerts" options enabled. Next is "Tags and mentions," which allows you to decide who can tag and mention you. It is recommended you manually approve tags, as even if your account is on private, if the person who tagged you isn't, then anyone can see those photos. You Should also go through "Sharing," to limit what on your account is allowed to be shared; coupled with "Limit Interactions" to limit the interactions from recent followers and those who don't follow you.

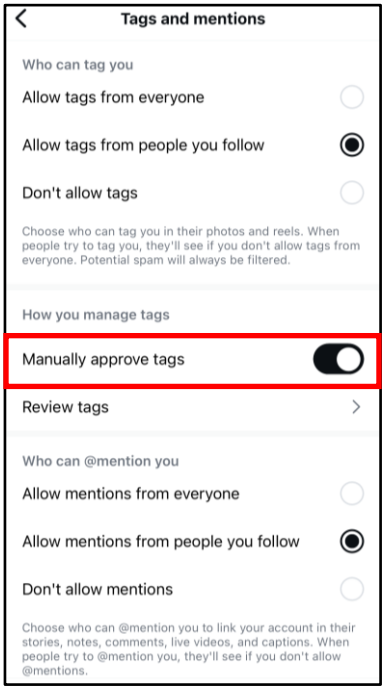


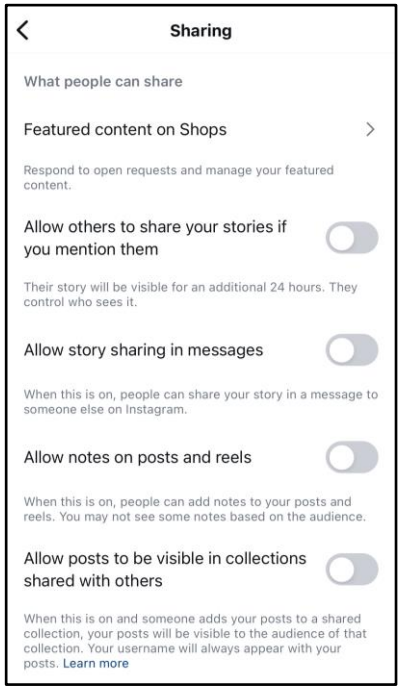


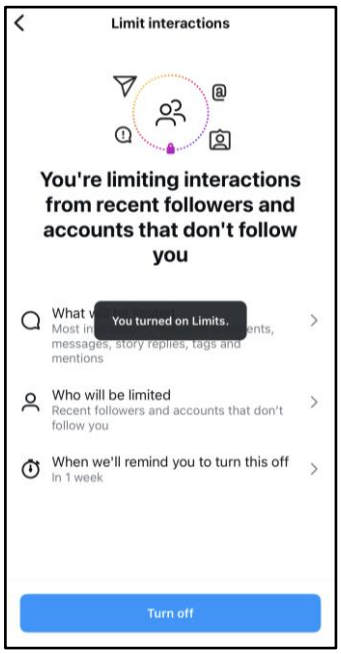

Message Controls
Decide whether message requests go to your chats list, your message requests folder, or whether to receive them at all.
Your followers on Instagram
Requests
Others on Instagram
Requests
Group chats
Who can add you to group chats

Activity Status
Show Activity Status
Allow accounts you follow and anyone you message to see when you were last active or are currently active on Instagram apps. When this is turned off, you won't be able to see the activity status of other accounts. Learn More


Security alerts
Manage security alerts
Your devices or keys change
Contacts' devices or keys change
Show alerts when you or your contacts log in on a new device or change keys. Alerts for contacts will appear in your chat with them. Learn more


Tags and mentions
Who can tag you
Allow tags from everyone
Allow tags from people you follow
Don't allow tags
Choose who can tag you in their photos and reels. When people try to tag you, they'll see if you don't allow tags from everyone. Potential spam will always be filtered.
How you manage tags
Manually approve tags
Review tags
Who can @mention you
Allow mentions from everyone
Allow mentions from people you follow
Don't allow mentions
Choose who can @mention you to link your account in their stories, notes, comments, live videos, and captions. When people try to @mention you, they'll see if you don't allow @mentions.


Sharing
What people can share
Featured content on Shops
Respond to open requests and manage your featured content.
Allow others to share your stories if you mention them
Their story will be visible for an additional 24 hours. They control who sees it.
Allow story sharing in messages
When this is on, people can share your story in a message to someone else on Instagram.
Allow notes on posts and reels
When this is on, people can add notes to your posts and reels. You may not see some notes based on the audience.
Allow posts to be visible in collections shared with others
When this is on and someone adds your posts to a shared collection, your posts will be visible to the audience of that collection. Your username will always appear with your posts. Learn more

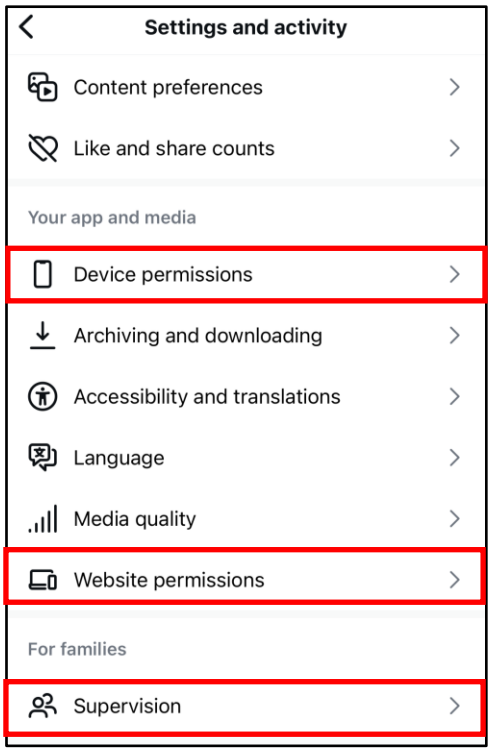

Limit interactions
You're limiting interactions from recent followers and accounts that don't follow you
You turned on Limits.
Who will be limited
Recent followers and accounts that don't follow you
When we'll remind you to turn this off
In 1 week
Turn off

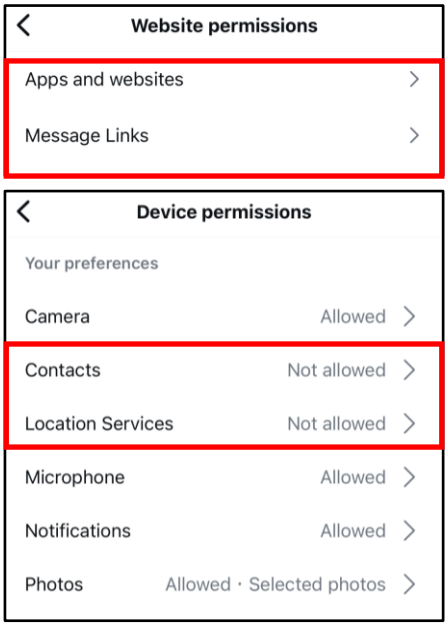
SAFEGUARD *Digital Identity Protection Toolkit*

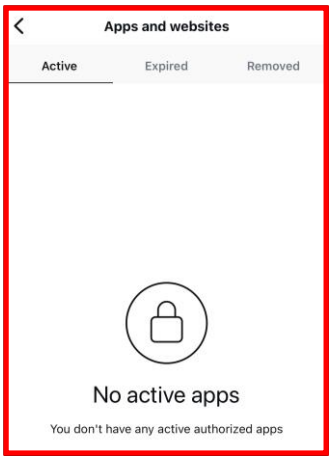
INSTAGRAM

Settings and activity

Back to “Settings and activity,” continue scrolling down to get to the “Your app and media” section. Once here, go to the “Device permissions” section. It will show what Instagram has access to on your device. It is recommended that you at minimum have “Contacts” and “Location services” turned off. Next go to the “Website Permissions” tab. Under, “Apps and websites,” ensure that there are none that are actively linked to your account.

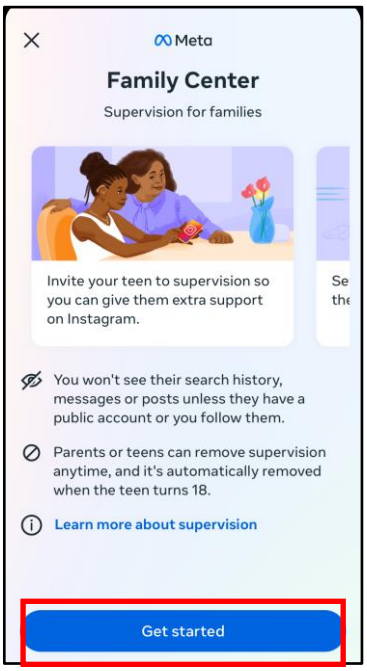






Settings and activity

Scroll down to “Supervision,” where if you are a parent, you can manage your child or teens account. When turned on, you will be able to see their search history, messages and posts even if they have their account set to private. This is automatically removed once the teen turns 18, so make sure your child’s birthday is accurate.

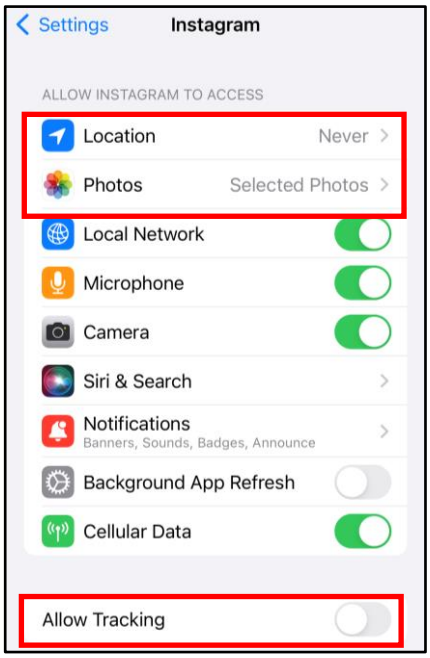

Meta
Family Center
Supervision for families
Invite your teen to supervision so you can give them extra support on Instagram.
You won't see their search history, messages or posts unless they have a public account or you follow them.
Parents or teens can remove supervision anytime, and it's automatically removed when the teen turns 18.
Learn more about supervision
Get started

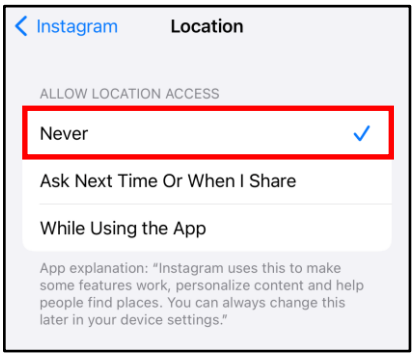
It is recommended to supervise your teens activity online to make sure that they don’t put themselves or your family at risk with their posts or interactions with strangers on the internet.

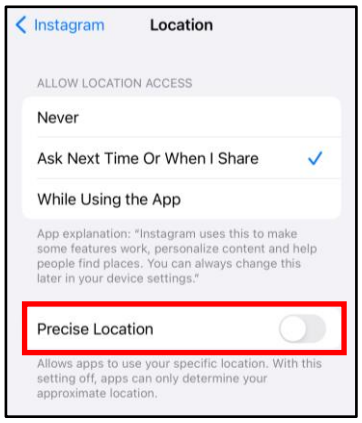
INSTAGRAM

Access to Photos/Location

There is an option in the settings tab to deny Instagram having persistent access to all your photos. It is recommended you only allow Instagram access to the photos/videos on your device(s) at the time you want to upload them. It is also recommended that you turn your “Location” settings to “Never.” If not, it is strongly suggested you turn off “Precise Location.” “Allow Tracking” should also be turned off, so that you’re not being tracked across other apps and websites. (Android automatically defaults to turned off.)



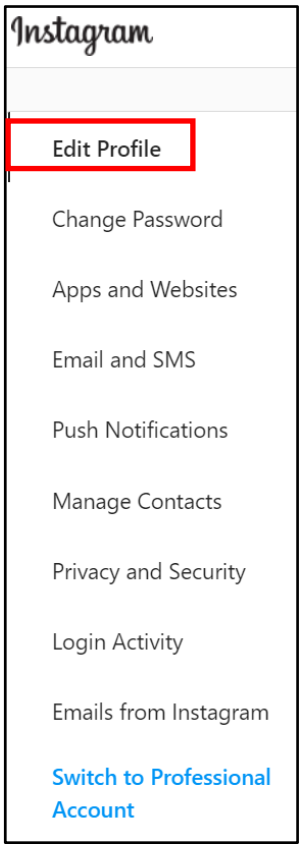

Instagram
Location
ALLOW LOCATION ACCESS
Never
Ask Next Time Or When I Share
While Using the App
App explanation: “Instagram uses this to make some features work, personalize content and help people find places. You can always change this later in your device settings.”


Instagram
Location
ALLOW LOCATION ACCESS
Never
Ask Next Time Or When I Share
While Using the App
App explanation: “Instagram uses this to make some features work, personalize content and help people find places. You can always change this later in your device settings.”
Precise Location
Allows apps to use your specific location. With this setting off, apps can only determine your approximate location.

Google Photos

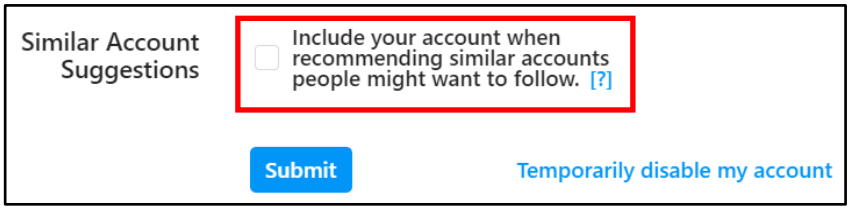
If you don't want your Instagram photos or videos to appear on Google, It is recommended you revoke access to third-party apps and websites and set your account to private. It may take time for these sites and Google to re-index and remove the images, even if you delete your account. You can also contact the app that's displaying your photos on Google to expedite the process.

INSTAGRAM



Discoverability

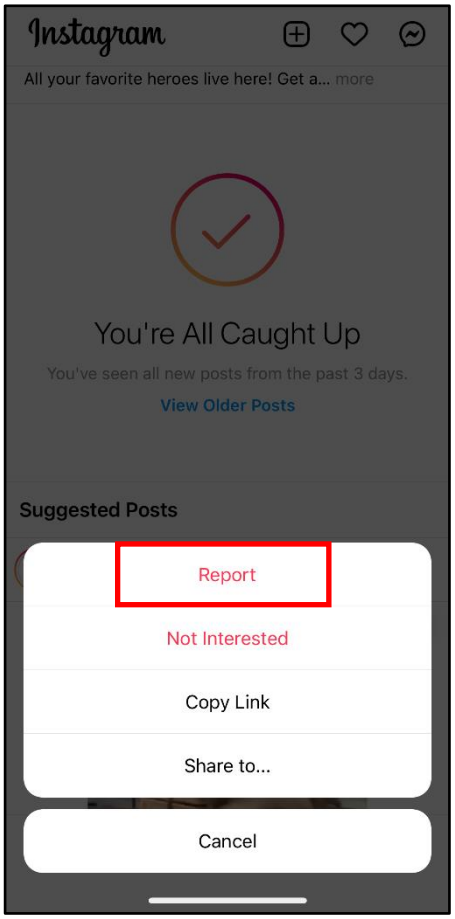
Instagram (personal computer/web-based version) has a feature that allows it to push your profile to other users as "suggested users to follow." It is recommended you disable this feature. First, select the "Profile" icon, then select the "Edit Profile" button. Once there, scroll to the bottom of the page. *This feature can only be locked down on your computer application.*


Similar Account Suggestions
Include your account when recommending similar accounts people might want to follow. [?]
Submit
Temporarily disable my account

Report, Mute, or Unfollow

Instagram allows you to report or remove from your feed any offensive post you come across.

Simply select the menu button at the top right corner of the post and select from the drop-down menu which option best applies to that post. You have options to "Report" the offensive post, "Mute" the account that posted it for a select period of time, or "Unfollow" the person who posted it. When you report a post, Instagram will ask you for more information as to why you are reporting it, and then offer suggestions to improve your Instagram experience.

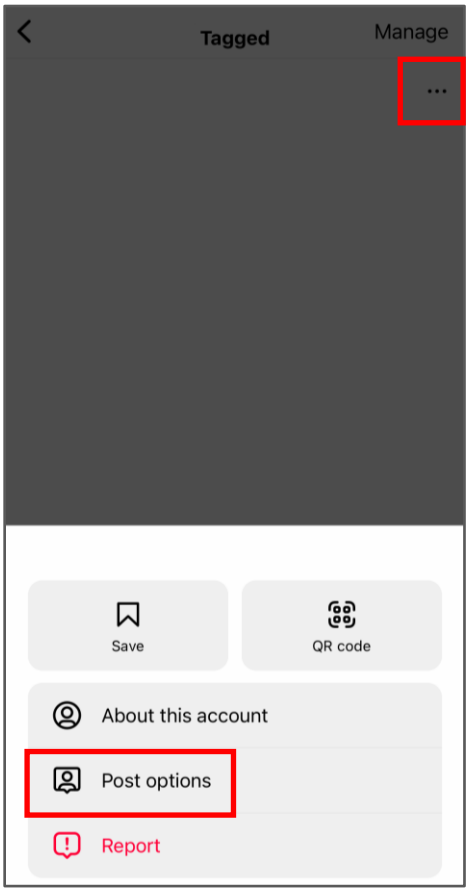


If someone is impersonating you on Instagram…
Go to https://help.instagram.com/, then go to "Privacy and Safety Center," "Report Something," and finally select "Impersonation Accounts."

INSTAGRAM

Removing Profile from Tagged Content

Removing unwanted tagged photos/posts is important. If you have a profile that is "Private," you are on the right track to controlling your online image. Understand that even if your profile is private, if you tag or comment on a post from a profile that is public, your tag or comment will be viewable to all.



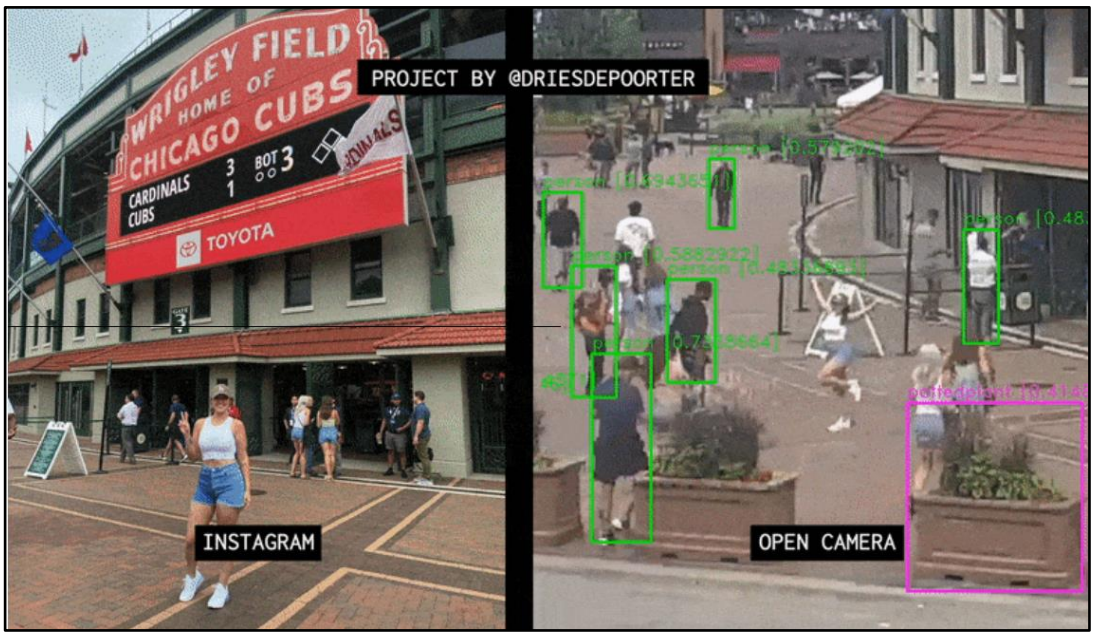
To remove your profile from a tagged post, go back to your "Profile" icon and select the "Tagged" icon. Next, select the post you are tagged in that you wish to un-tag yourself from. Find and select the menu at the bottom of the post (shown to the left of the page by a red box,) then select "Post Options." Next, you can "Remove Me From Post" simply by selecting the link highlighted here in red.
This may not be available on all devices or the web-based version.

If you still need help or have questions, you can always contact Instagram by: https://help.instagram.com/contact/272476913194545?helpref=faq_content

INSTAGRAM

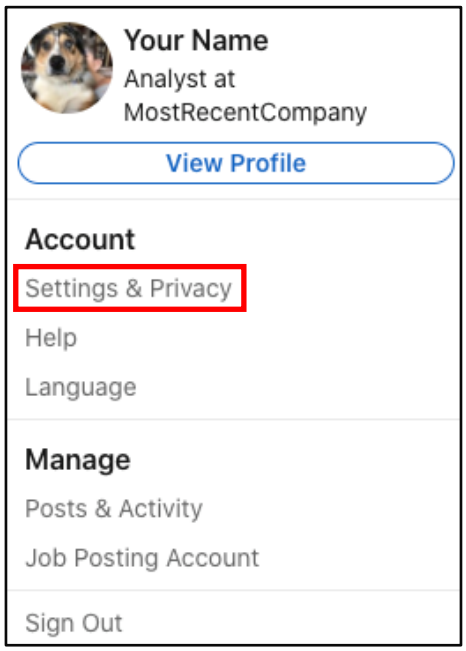
Open Source Tracking

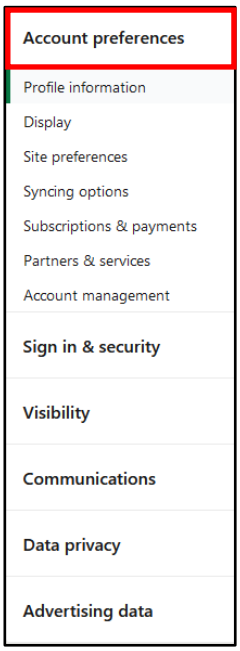
A significant reason for locking down your Instagram Account is due to projects like “The Follower.” The follower is a project by Dries Depoorter that uses open source cameras to track/find when and where you took an Instagram photo. The process he uses to do this is to first find open source cameras that are available to the general public, and record them with a software for a designated period of time. He then chooses locations on Instagram, like Wrigley field, that people have posted to Instagram. He then uses AI software to compare the Instagram photos with the recorded footage to see when and where you were there.

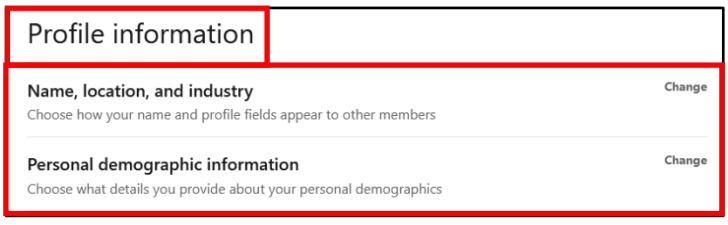


LINKEDIN

- **Do** review your connections often to ensure they are current and that you are not providing your information to individuals who do not need it.
- **Do** consider your profile picture. It is recommended that you dress in business attire and not in uniform. However, posting a profile picture is optional.
- **Do** ensure family members take similar precautions with their accounts. Their privacy and share settings can also expose your personal data (if you're connected on the site).
- **Don't** use an email account which is associated with your personal banking, finances, or important accounts. Consider creating an email account specifically for LinkedIn.
- **Don't** establish connections with people you do not know **or** trust. Not everyone is who they say they are.
- **Don't** link to/from or register/log in to your LinkedIn account using third party sites (e.g., Facebook, Twitter, etc.). Third party sites may aggregate and misuse your personal information and data.






Profile information
Name, location, and industry
Change
Choose how your name and profile fields appear to other members
Personal demographic information
Change
Choose what details you provide about your personal demographics

Settings & Privacy

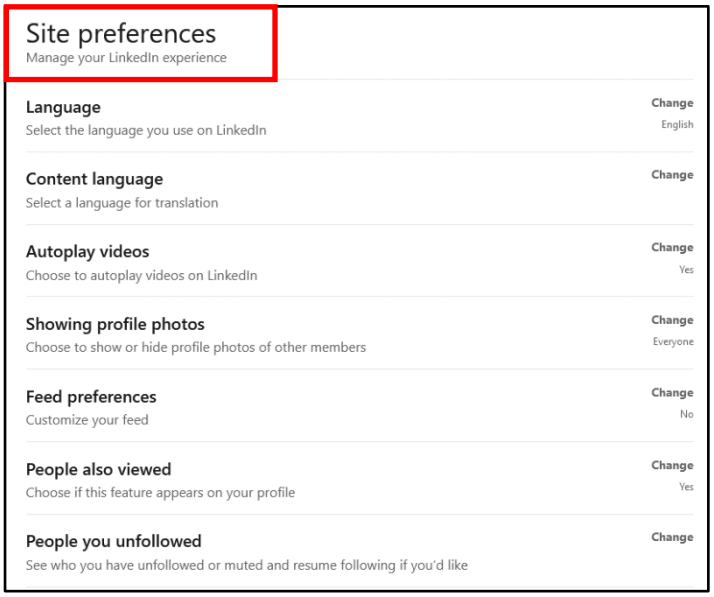
It is recommended that you routinely review visible personal information in your LinkedIn profile(s) to ensure your privacy.

To adjust settings, select "Me" in the top right corner of the website. Select "Settings & Privacy" > "Account Preferences." Under "Profile Information" > "Name, location, and industry."

TIP: *It is best practice to not include any previous names or maiden names on your current profile.*

LinkedIn is a social network and online platform intended to allow users to find business or career opportunities and connect with others. There is no guarantee that your personal data may not be accessed, disclosed, altered, or destroyed in the event of a breach of LinkedIn's physical, technical, or managerial safeguards.

LINKEDIN

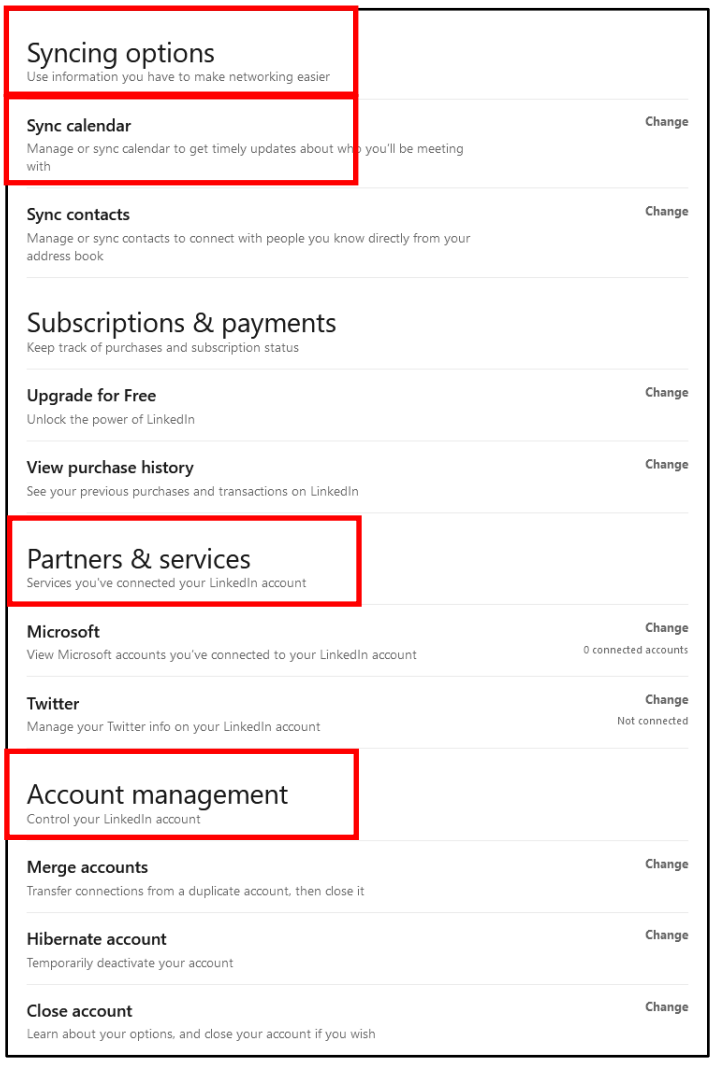


Site Preferences

Under “Site Preferences,” select “People also viewed”.

It is best to keep this setting on “No” unless you are actively searching for a job using LinkedIn, in which case, you can temporarily select “Yes.”

Once you’re finished, it is recommended to change this setting back to “No.”


Syncing options
Use information you have to make networking easier
Sync calendar
Manage or sync calendar to get timely updates about who you'll be meeting with
Change
Sync contacts
Manage or sync contacts to connect with people you know directly from your address book
Change
Subscriptions & payments
Keep track of purchases and subscription status
Upgrade for Free
Unlock the power of LinkedIn
Change
View purchase history
See your previous purchases and transactions on LinkedIn
Change
Partners & services
Services you've connected your LinkedIn account
Microsoft
View Microsoft accounts you've connected to your LinkedIn account
Change
0 connected accounts
Twitter
Manage your Twitter info on your LinkedIn account
Change
Not connected
Account management
Control your LinkedIn account
Merge accounts
Transfer connections from a duplicate account, then close it
Change
Hibernate account
Temporarily deactivate your account
Change
Close account
Learn about your options, and close your account if you wish
Change

Syncing Options

Under “Syncing options,” select “Sync calendar.” Remove all synced calendars or contact information if any are currently synced. Linking calendars or contacts could inadvertently reveal PII.

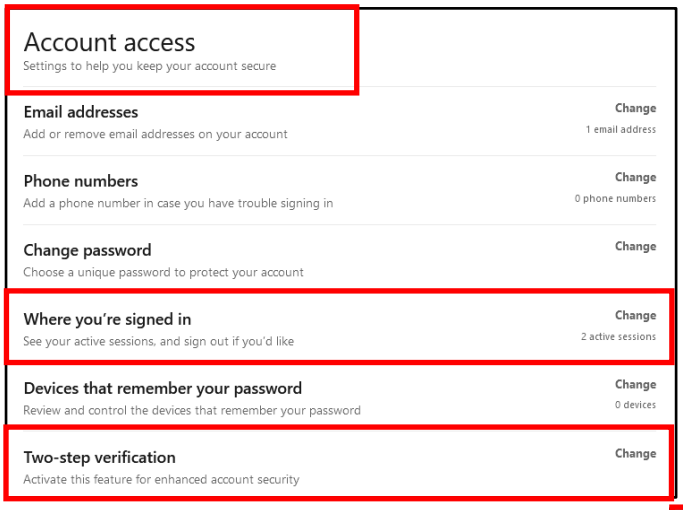
Partners & Services

Under “Partners & services” ensure you do not have any connected accounts.

Account Management

Under “Account management” it is recommended you do not transfer connections from other accounts.

LINKEDIN

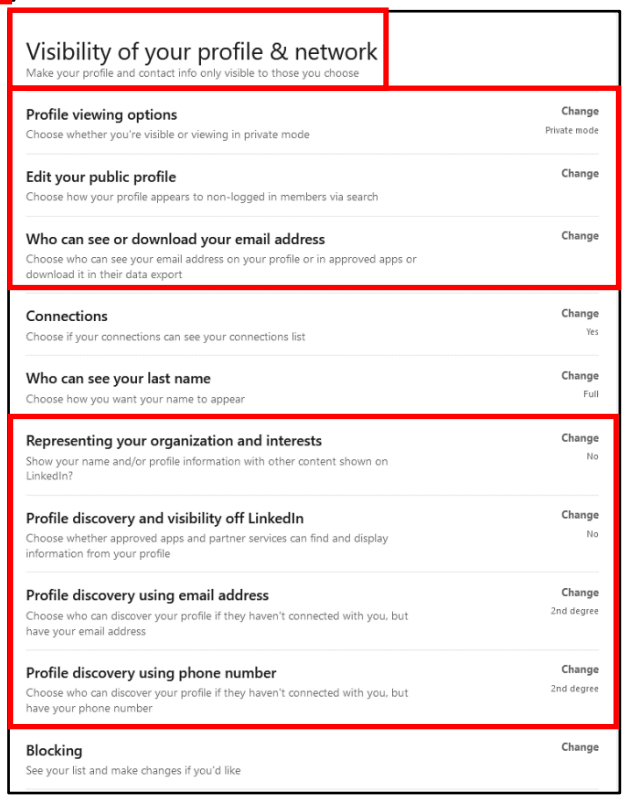

Account access
Settings to help you keep your account secure
Email addresses
Add or remove email addresses on your account
Change
1 email address
Phone numbers
Add a phone number in case you have trouble signing in
Change
0 phone numbers
Change password
Choose a unique password to protect your account
Change
Where you're signed in
See your active sessions, and sign out if you'd like
Change
2 active sessions
Devices that remember your password
Review and control the devices that remember your password
Change
0 devices
Two-step verification
Activate this feature for enhanced account security
Change

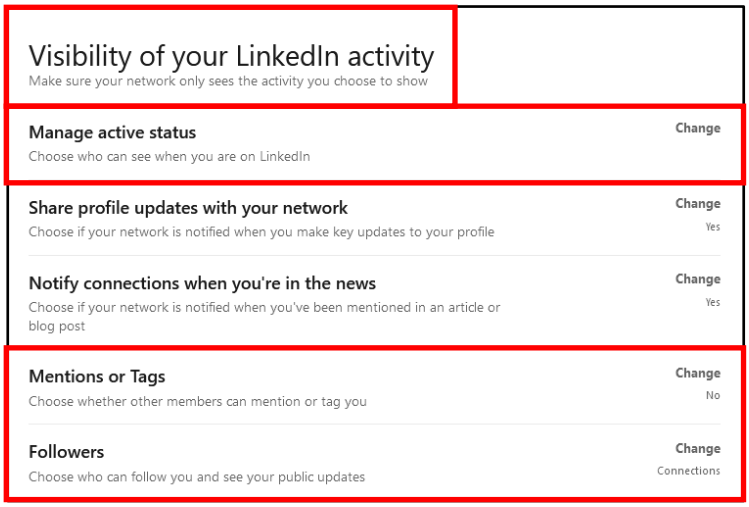
Account Access

Select "Me" > "Settings & Privacy" > "Sign in & security." Review emails and phone numbers associated with your account. One of the first things a hacker will do, aside from changing a password, is change the associated email address preventing the user from regaining access. Review "Where you're signed in" to ensure there are no fraudulent active sessions. Activate "Two-step verification" for additional security.

Visibility of your Profile & Network

Select "Me" > "Settings & Privacy" > "Visibility." Under "Profile viewing options," it is recommended to select "Private mode". Under "Edit your public profile", it is recommended to turn public visibility off. Under "Who can see or download your email address," select "only visible to me" for the tightest security and do not allow connections to download email addresses in their data export. It is not recommended to allow visibility of "Representing your organization and interests." Under "Profile visibility off LinkedIn," select "No." Under "Profile discovery using email address" and "Profile discovery using phone number," it is recommended to select "Nobody." However, "2nd degree connections" may be selected while searching for employment.


Visibility of your profile & network
Make your profile and contact info only visible to those you choose
Profile viewing options
Choose whether you're visible or viewing in private mode
Change
Private mode
Edit your public profile
Choose how your profile appears to non-logged in members via search
Change
Who can see or download your email address
Choose who can see your email address on your profile or in approved apps or download it in their data export
Change
Connections
Choose if your connections can see your connections list
Change
Yes
Who can see your last name
Choose how you want your name to appear
Change
Full
Representing your organization and interests
Show your name and/or profile information with other content shown on LinkedIn?
Change
No
Profile discovery and visibility off LinkedIn
Choose whether approved apps and partner services can find and display information from your profile
Change
No
Profile discovery using email address
Choose who can discover your profile if they haven't connected with you, but have your email address
Change
2nd degree
Profile discovery using phone number
Choose who can discover your profile if they haven't connected with you, but have your phone number
Change
2nd degree
Blocking
See your list and make changes if you'd like
Change


Visibility of your LinkedIn activity
Make sure your network only sees the activity you choose to show
Manage active status
Choose who can see when you are on LinkedIn
Change
Share profile updates with your network
Choose if your network is notified when you make key updates to your profile
Change
Yes
Notify connections when you're in the news
Choose if your network is notified when you've been mentioned in an article or blog post
Change
Yes
Mentions or Tags
Choose whether other members can mention or tag you
Change
No
Followers
Choose who can follow you and see your public updates
Change
Connections

Visibility of your LinkedIn Activity

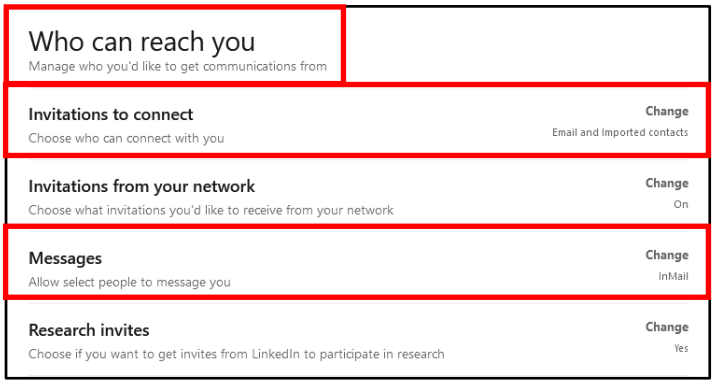
Under "Manage active status," it is recommended to choose "Your connections only" since they are trusted. Under "Mentions or Tags," it is recommended to choose "No." Under "Followers," select "Your connections" to prevent non-network individuals from viewing public updates.

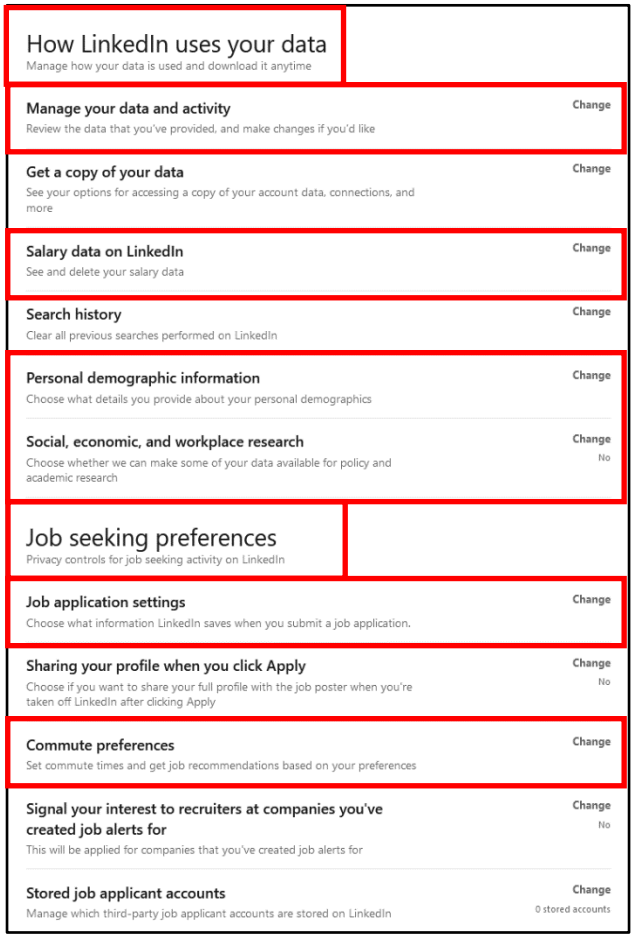
LINKEDIN

Who can reach you

Select “Me” > “Settings & Privacy” > “Communications.”

Under “Invitations to connect,” select “Only people who know your email address or appear in your ‘Imported Contacts’ list.” Even though it is not recommended to import a contact list, this is the most secure option. Under “Messages,” select “yes” to enable message request notifications and control incoming messages.




How LinkedIn uses your data
Manage how your data is used and download it anytime
Manage your data and activity
Review the data that you've provided, and make changes if you'd like
Change
Get a copy of your data
See your options for accessing a copy of your account data, connections, and more
Change
Salary data on LinkedIn
See and delete your salary data
Change
Search history
Clear all previous searches performed on LinkedIn
Change
Personal demographic information
Choose what details you provide about your personal demographics
Change
Social, economic, and workplace research
Choose whether we can make some of your data available for policy and academic research
Change
No
Job seeking preferences
Privacy controls for job seeking activity on LinkedIn
Job application settings
Choose what information LinkedIn saves when you submit a job application.
Change
Sharing your profile when you click Apply
Choose if you want to share your full profile with the job poster when you're taken off LinkedIn after clicking Apply
Change
No
Commute preferences
Set commute times and get job recommendations based on your preferences
Change
Signal your interest to recruiters at companies you've created job alerts for
This will be applied for companies that you've created job alerts for
Change
No
Stored job applicant accounts
Manage which third-party job applicant accounts are stored on LinkedIn
Change
0 stored accounts

How LinkedIn uses your data

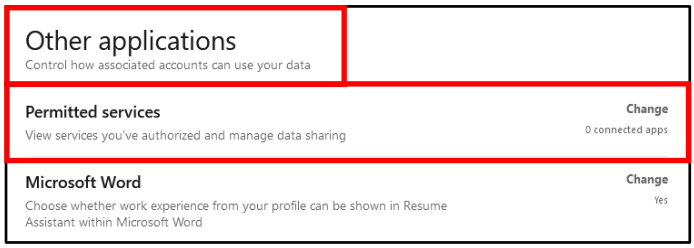
Select “Me” > “Settings & Privacy” > “Data privacy.” Under “Manage your data and activity” you can review all changes made to your account since joining LinkedIn. It is a good idea to check this periodically to ensure unsolicited changes have not been introduced. Under “Salary data on LinkedIn,” it is not recommended to provide salary data. It is also not recommended to provide “Personal demographic information.” Do not enable “Social, economic, and workplace research,” this option allows LinkedIn to share your data with third-party partners.

Job seeking preferences

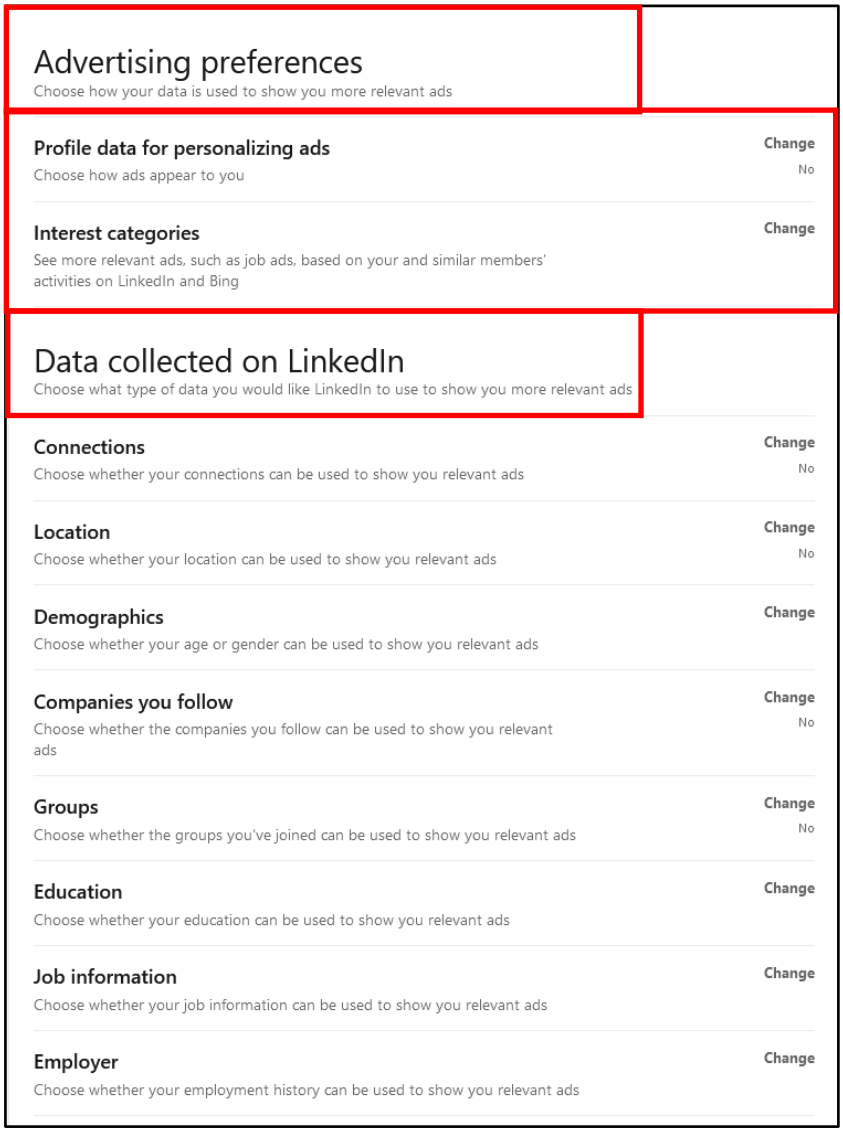
Under “Job application settings,” it is not recommended to upload a resume to LinkedIn. It is best to apply directly via the company’s website. Under “Commuter preferences,” do not enter a complete address.

Other applications

Under “Other Applications,” review “Permitted services” and “Microsoft Word” preferences. In these sections, you’ll want to verify services have not been granted access to your LinkedIn profile or network data and that Microsoft Word does not have access to work experience descriptions.


Other applications
Control how associated accounts can use your data
Permitted services
View services you've authorized and manage data sharing
Change
0 connected apps
Microsoft Word
Choose whether work experience from your profile can be shown in Resume Assistant within Microsoft Word
Change
Yes

LINKEDIN


Advertising preferences
Choose how your data is used to show you more relevant ads
Profile data for personalizing ads
Choose how ads appear to you
Change
No
Interest categories
See more relevant ads, such as job ads, based on your and similar members' activities on LinkedIn and Bing
Change
Data collected on LinkedIn
Choose what type of data you would like LinkedIn to use to show you more relevant ads
Connections
Choose whether your connections can be used to show you relevant ads
Change
No
Location
Choose whether your location can be used to show you relevant ads
Change
No
Demographics
Choose whether your age or gender can be used to show you relevant ads
Change
Companies you follow
Choose whether the companies you follow can be used to show you relevant ads
Change
No
Groups
Choose whether the groups you've joined can be used to show you relevant ads
Change
No
Education
Choose whether your education can be used to show you relevant ads
Change
Job information
Choose whether your job information can be used to show you relevant ads
Change
Employer
Choose whether your employment history can be used to show you relevant ads
Change

Advertising preferences

Select “Me” > “Settings & Privacy” > “Advertising Data.”

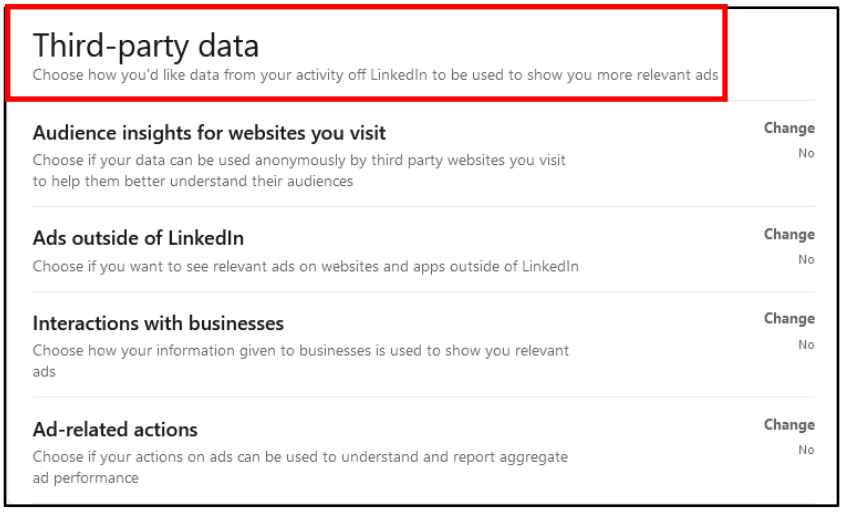
Under “Profile data for personalizing ads” and “Interest categories,” select “No” to prevent LinkedIn from accessing profile information to personalize ads or job postings.

Data collected on LinkedIn

Under “Data collected on LinkedIn,” each subcategory collects data to personalize ads.

It is recommended to select “No” for each subcategory to deny LinkedIn the ability to use your personal information.

Under “Education,” “Job information,” and “Employer” deselect each category (there are multiple).

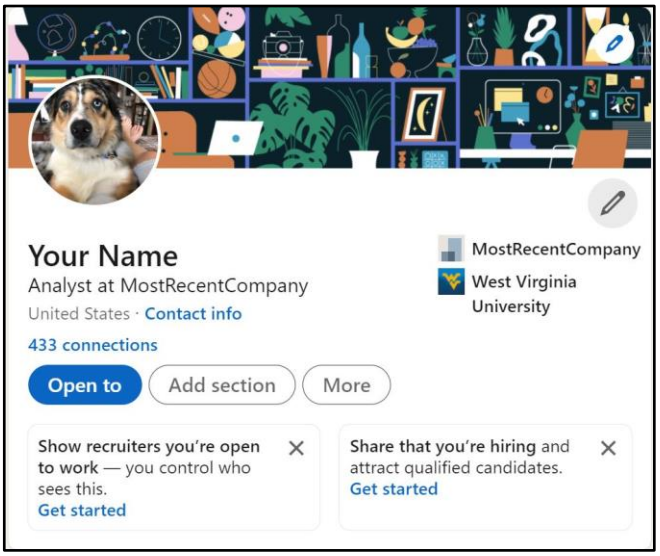

Third-party data
Choose how you'd like data from your activity off LinkedIn to be used to show you more relevant ads
Audience insights for websites you visit
Choose if your data can be used anonymously by third party websites you visit to help them better understand their audiences
Change
No
Ads outside of LinkedIn
Choose if you want to see relevant ads on websites and apps outside of LinkedIn
Change
No
Interactions with businesses
Choose how your information given to businesses is used to show you relevant ads
Change
No
Ad-related actions
Choose if your actions on ads can be used to understand and report aggregate ad performance
Change
No

Third-party data

Under “Third-party data,” select “No” under each subcategory to prevent LinkedIn from pushing personal information to or pulling personal information from other services.

LINKEDIN

Profile

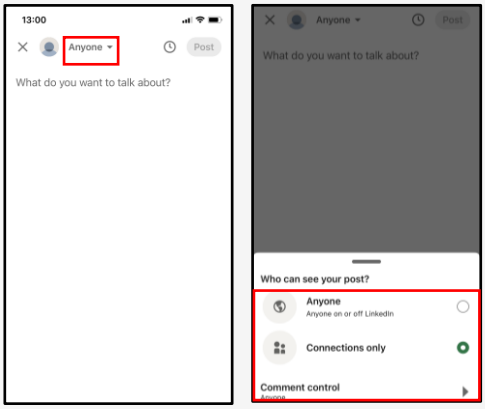


Review your LinkedIn profile to ensure it is as "general" as possible, while still serving the purpose of the account. Select "Me" > "View Profile." Select the pencil icon in the upper right corner to edit your profile. It is not recommended to use photos of yourself for the profile or header photo. These are viewable by the public and present an unnecessary vulnerability. If using a personal picture, ensure it is visible only to "Connections."

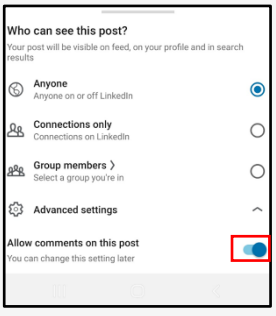
Next, review how others see your profile by selecting the picture icon then your picture. Select "Visibility" located at the lower right of the pop-up box. It is recommended to select "Your connections" for visibility. There is no need or requirement to add a phone number, birthdate, or address. Select "Save" to keep settings.

LinkedIn on Mobile Devices

On iPhone: Select "Post" at the bottom center of the screen, then under your name select the arrow on the dropdown menu. From this menu, select "Connections only" or "Group members." Then select "Advanced Settings" to "Disable comments on the post."



On Android: The process of locking down posts on an Android device is the same as on iPhone, except for "Advanced Settings." When selecting "Advanced Settings," set the toggle to "Off" in order to disable comments on the post.


Who can see this post?
Your post will be visible on feed, on your profile and in search results
Anyone
Anyone on or off LinkedIn
Connections only
Connections on LinkedIn
Group members
Select a group you're in
Advanced settings
Allow comments on this post
You can change this setting later

To remove a "Mention" – Select the "More" icon in the top right corner of a connection's post > Remove mention from the list of options > Remove. The post will no longer link to your profile. To remove a tag - Select the "Tag" icon on the photo > Click the X icon next to the tag with your name to remove the tag.

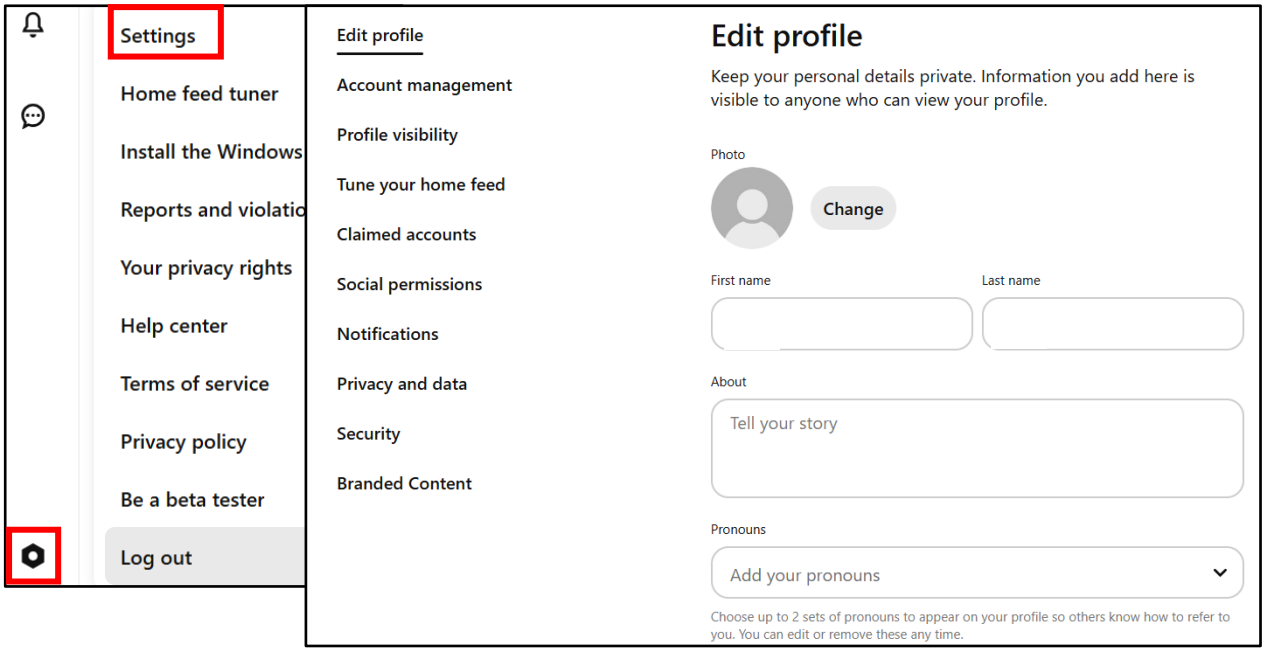
PINTEREST

• **Do** use Two-Factor Authentication to protect all your information. Like all social media accounts, it is important to make sure your Pinterest account is as secure as possible. Two-Factor Authentication is one of the best ways to protect your information.
• **Do** make sure your email is up to date! If Pinterest suspects nefarious activity on your Pinterest account, they will lock your account down and send your new password to the email address on file.
• **Do** make your boards private once you create them so that they are not searchable by other Pinners.
• **Do** monitor what your children are looking at on Pinterest. Pinterest does have inappropriate content that, if not specifically tagged as such, will not be flagged or removed by Pinterest.
• **Don't** put personal information on the title of your Pinterest boards. A lot of information can be obtained simply by reading a title (e.g., whether you have children, rent or own a home, marital status, etc.)

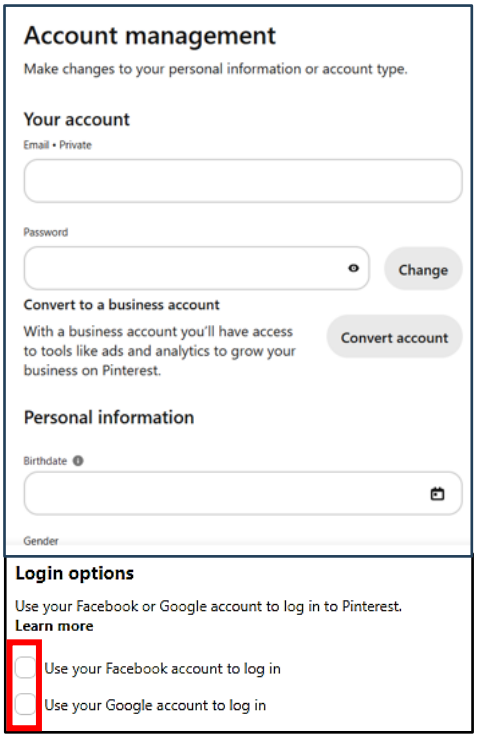
Your Profile

Since there aren't many privacy settings to manage on Pinterest, it is especially important to ensure the ones they provide are locked down. In order to change your Pinterest settings on your PC, look to the bottom left of your screen and select "Settings" (Gear Icon). Once you are on the "Settings" page you will be able to go through each of the settings provided by Pinterest.

First, let's review the "Edit Profile" page, which provides your basic information on Pinterest. It is recommended you avoid using your full name as your "Username," and instead use parts of your name or a nickname. It is also recommended leaving the other identifying sections blank. This information is not required. Select "Done" to save any changes.



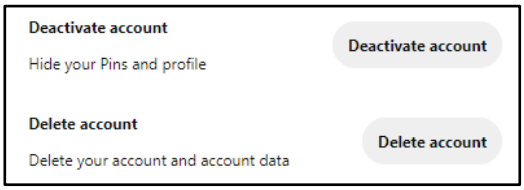
PINTEREST


Account management
Make changes to your personal information or account type.
Your account
Email • Private
Password
Change
Convert to a business account
With a business account you'll have access to tools like ads and analytics to grow your business on Pinterest.
Convert account
Personal information
Birthdate
Gender
Login options
Use your Facebook or Google account to log in to Pinterest.
Learn more
Use your Facebook account to log in
Use your Google account to log in

Account Management

Next, let 's review your "Account management." Here you will find options to change your email address and password, set your login options, and delete or deactivate your account in case you decide you no longer want to use Pinterest.

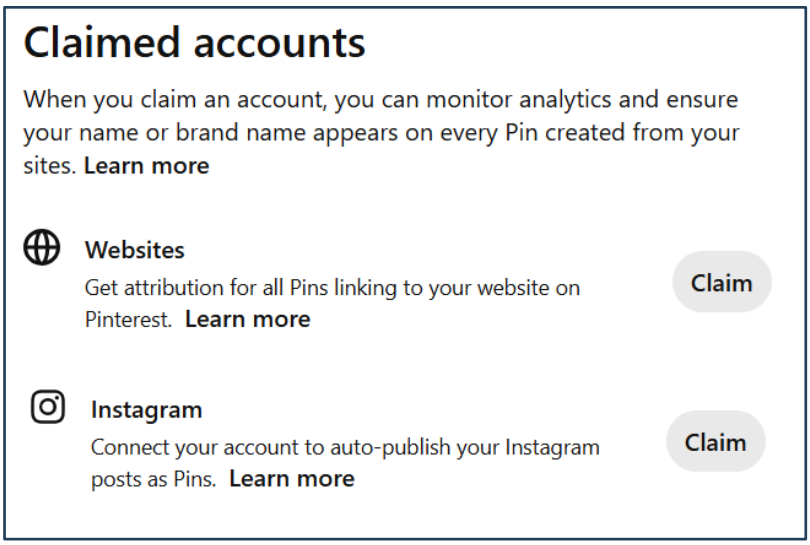
It is recommended you always log in with a unique password used only for Pinterest, and that you never login via Facebook or Google. Ensure the toggles next to these options are set to "Off." If you decide to deactivate your account or delete it altogether, follow the prompts after selecting the correct option. Select "Done" at the top to save your changes.



Linking Accounts

The next few settings have to do with linking your other social media accounts to Pinterest. As always, we recommend that you do not link any other social media accounts to Pinterest. If someone gains access to one of your social media accounts, keeping them separate prevents an intruder from accessing all your other accounts.

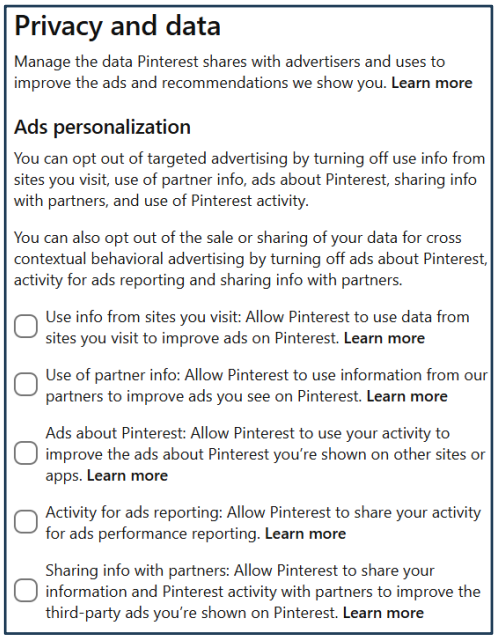
First, see the "Claim" section. This option allows you to connect Instagram, Etsy, or YouTube accounts, with the purpose of gaining more popularity for your posts across all platforms. It is recommended you not "Claim" these accounts.

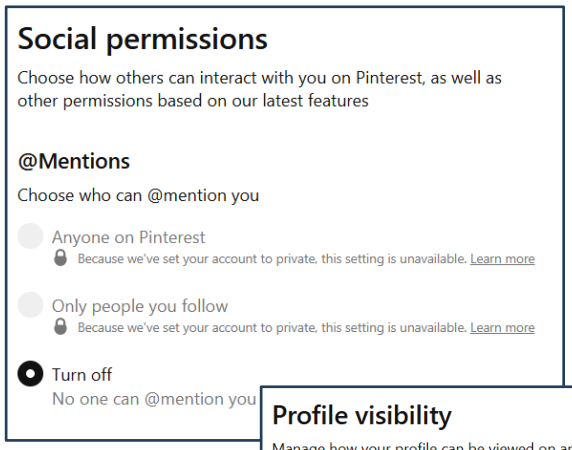

Claimed accounts
When you claim an account, you can monitor analytics and ensure your name or brand name appears on every Pin created from your sites. Learn more
Websites
Get attribution for all Pins linking to your website on Pinterest. Learn more
Claim
Instagram
Connect your account to auto-publish your Instagram posts as Pins. Learn more
Claim

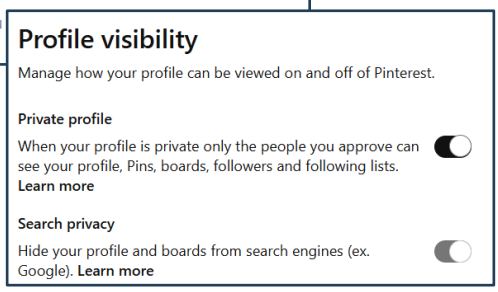
PINTEREST

Privacy and Data Settings

Next, continue down the screen to find “Privacy & data” and review the settings. These settings allow Pinterest to collect information about you in order to personalize ads and other content for you. It is recommended leaving all boxes in this section unchecked. Next navigate to “Social Permissions.” Here it will allow you to choose how you interact with others on Pinterest. It is recommended that you turn this off. Under “Profile visibility,” it is recommended you keep a “private profile” with “Search privacy” enabled.


Privacy and data
Manage the data Pinterest shares with advertisers and uses to improve the ads and recommendations we show you. Learn more
Ads personalization
You can opt out of targeted advertising by turning off use info from sites you visit, use of partner info, ads about Pinterest, sharing info with partners, and use of Pinterest activity.
You can also opt out of the sale or sharing of your data for cross contextual behavioral advertising by turning off ads about Pinterest, activity for ads reporting and sharing info with partners.
Use info from sites you visit: Allow Pinterest to use data from sites you visit to improve ads on Pinterest. Learn more
Use of partner info: Allow Pinterest to use information from our partners to improve ads you see on Pinterest. Learn more
Ads about Pinterest: Allow Pinterest to use your activity to improve the ads about Pinterest you're shown on other sites or apps. Learn more
Activity for ads reporting: Allow Pinterest to share your activity for ads performance reporting. Learn more
Sharing info with partners: Allow Pinterest to share your information and Pinterest activity with partners to improve the third-party ads you're shown on Pinterest. Learn more


Social permissions
Choose how others can interact with you on Pinterest, as well as other permissions based on our latest features
@Mentions
Choose who can @mention you
Anyone on Pinterest
Because we've set your account to private, this setting is unavailable. Learn more
Only people you follow
Because we've set your account to private, this setting is unavailable. Learn more
Turn off
No one can @mention you

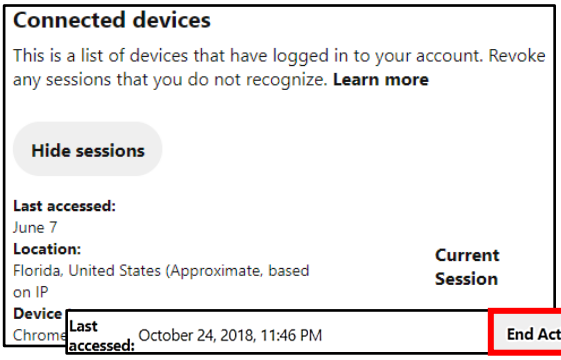

Profile visibility
Manage how your profile can be viewed on and off of Pinterest.
Private profile
When your profile is private only the people you approve can see your profile, Pins, boards, followers and following lists. Learn more
Search privacy
Hide your profile and boards from search engines (ex. Google). Learn more

Security

Now let’s visit the “Security” section, which allows you options for better account security. The first section is for “Two-factor Authentication,” which is strongly recommend you enable. Select the box next to “Require code at login,” and you will have the option of having a code sent to your mobile device that you will need to enter when you log in - a new code will be sent each time you log in.

Under “Two-factor Authentication,” you will see “Connected devices.” Select “Show sessions” in this section and you will be provided the opportunity to “End Activity” for all sessions that may seem suspicious or are not needed.

Edit profile
Account settings
Claim
Notifications
Privacy and data
Security
Security
Turn on two-factor authentication and check your list of connected devices to keep your account, Pins and boards safe. Learn more
Two-factor authentication
This makes your account extra secure. Along with your password, you'll need to enter the secret code that we text your phone each time you log in
Require code at login

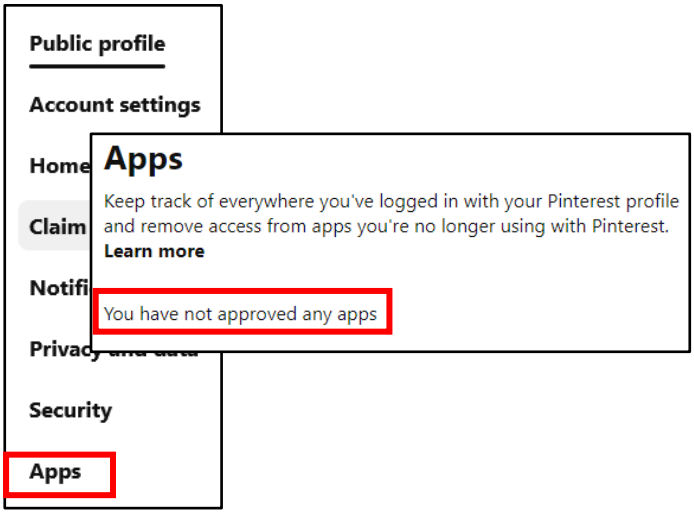

Connected devices
This is a list of devices that have logged in to your account. Revoke any sessions that you do not recognize. Learn more
Hide sessions
Last accessed:
June 7
Location:
Florida, United States (Approximate, based on IP
Current Session
Device
Chrome
Last accessed: October 24, 2018, 11:46 PM
End Activity

SAFEGUARD *Digital Identity Protection Toolkit*

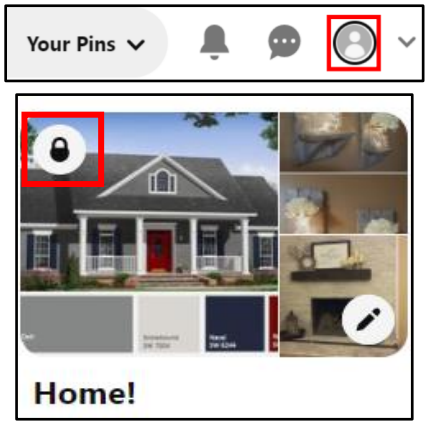
PINTEREST

Third-Party Applications

Finally, the “Apps” section allows you to disconnect any third-party apps you might have linked to your account. Again, it is recommended keeping all accounts separate for the best security. If you were to lose your mobile device or computer, you do not want someone to have full access to all your accounts, including Pinterest. If there are any apps listed in this section, it is recommended you delete them.



Visible Content

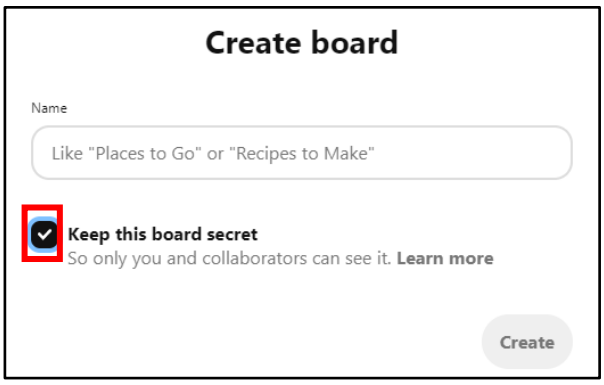


Everything that you “Pin” is public. Everyone, not just your followers, can see your profile and what you pin. Pinterest has no means of limiting the visibility of your “Pins” or your “Comments” like most other social media platforms provide (unless you make them “Secret,” which is discussed next).

There is only one way to ensure full control over your “Boards” and “Pins,” which is by setting them to “Secret.” When you use this feature, no one can see your content unless you specifically invite them. It is recommended you consider setting some or all of your “Boards” to “Secret” in order to limit the amount of information someone can gather about you.

To create a “Secret Board,” select your “Profile Icon” in the top right corner of the page. Then select the “+” icon to create a new “Board.” Name the board and set the toggle next to “Keep this board secret” to “On.” Select the “Create” button. Only the creator of the “Secret Board” has control over its features and with whom content is shared. You must invite “Collaborators” via email in order for others to see the content. When you “Pin” content to a “Secret Board,” the “Pins” are also private.

In order to change a “public” board to a “Secret board” simply open the board you wish to change, then select the three dots next to the board title. From the drop down select “Edit board.” Scroll down to select “Keep this board secret” then hit “Done.”

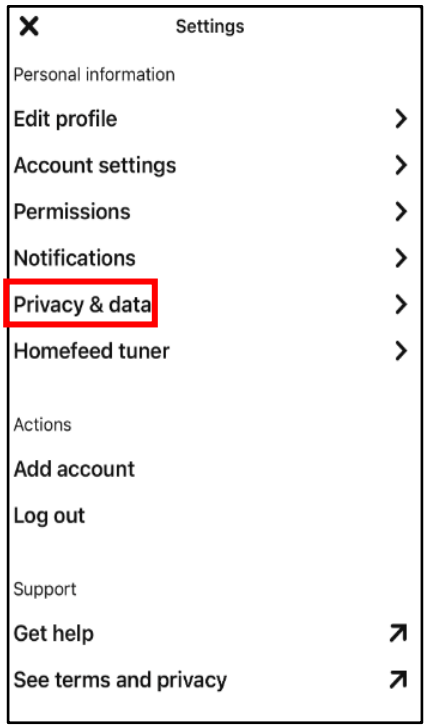

Create board
Name
Like "Places to Go" or "Recipes to Make"
Keep this board secret
So only you and collaborators can see it. Learn more
Create

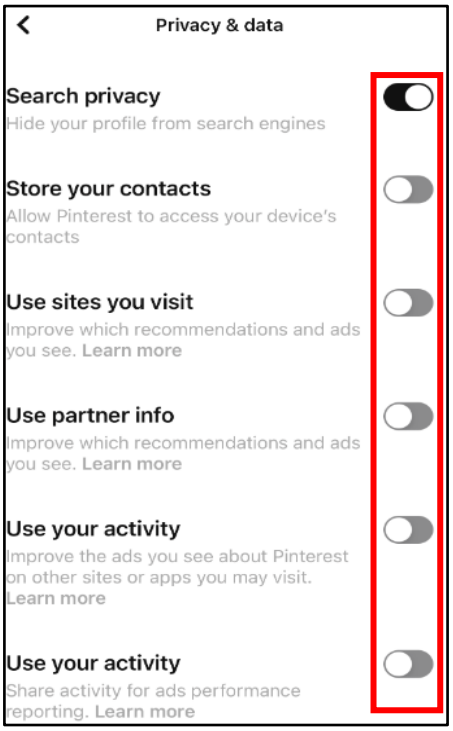
PINTEREST

Security and Privacy Settings

On your mobile device, you will begin at your “Profile” screen by selecting the “Profile” icon at the bottom right of the screen or locating your “Profile Picture” on the page. Then select the “Settings” icon at the top right. The “Edit profile” and “Account settings” are the same as the computer version.

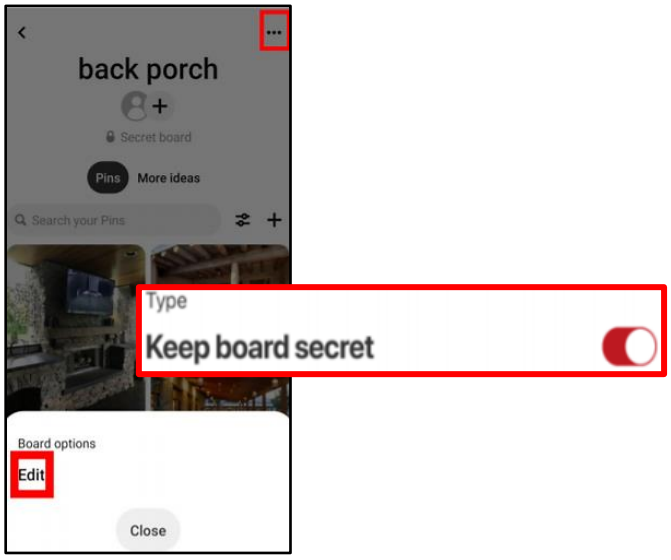
However, the “Privacy & data” section is a little different on the mobile version. If you select “Privacy & data,” check “Store your contacts” and ensure the toggle is set to “Off.” Additionally, make sure all your privacy settings are set the way you want them, in case the settings you chose via computer did not transfer to the mobile app.




Privacy & data
Search privacy
Hide your profile from search engines
Store your contacts
Allow Pinterest to access your device's contacts
Use sites you visit
Improve which recommendations and ads you see. Learn more
Use partner info
Improve which recommendations and ads you see. Learn more
Use your activity
Improve the ads you see about Pinterest on other sites or apps you may visit. Learn more
Use your activity
Share activity for ads performance reporting. Learn more

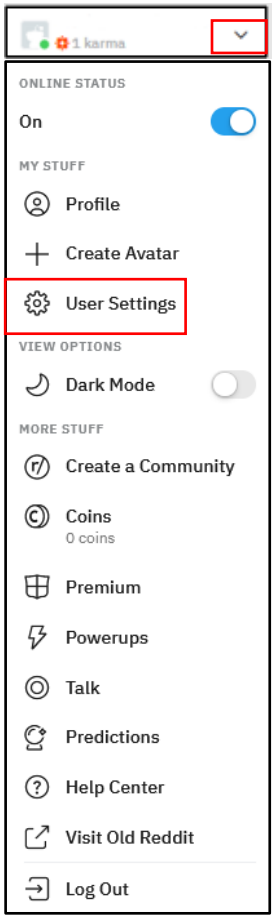
Edit Board Privacy

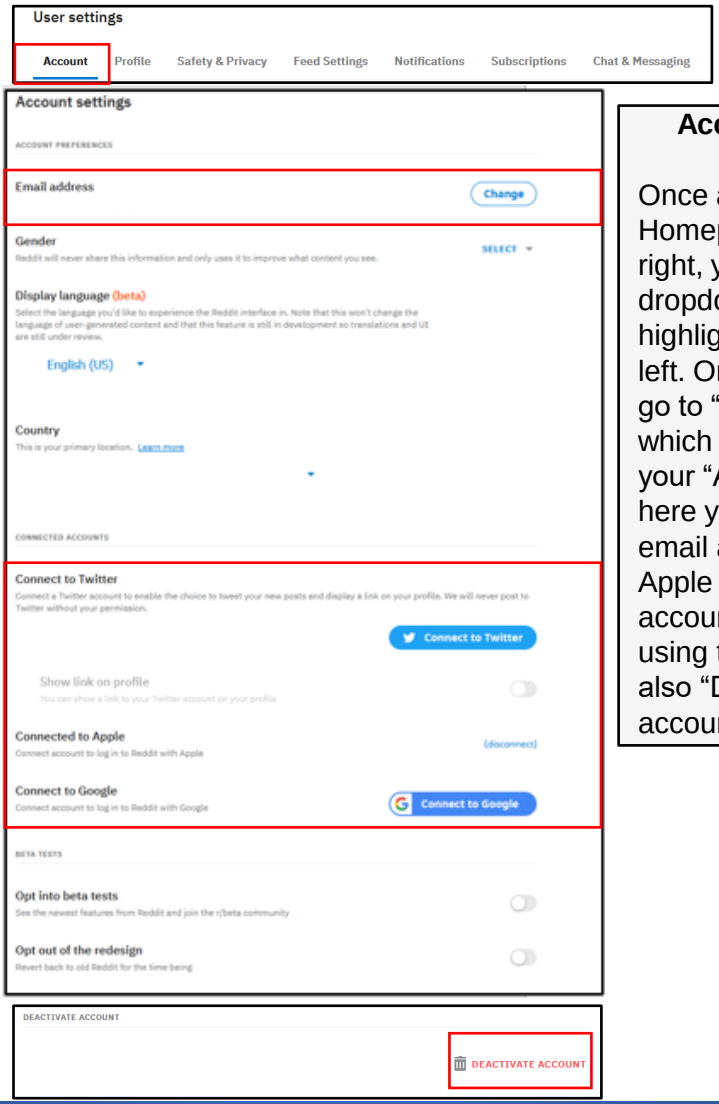
Select the “Board” you want to make private, then select the “Menu” icon or the ellipse at the top right of the screen. Select “Edit,” then scroll down to “Keep board secret,” and set the toggle to “On.” To save your changes, select the “Done” button at the top right of the screen.



REDDIT

- **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** remember there are privacy concerns when using your email or connecting other accounts when registering for free services, such as apps and social media.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.
- **Don't** post anything in Reddit that you wouldn't want seen by the general public.
- **Don't** establish connections with people or communities you do not know or trust. Understand that people are not always who they say they are online.
- **Don't** forget to remind family members to take similar precautions with their accounts. Their privacy and share settings can expose your personal data.





Account Settings

Once at your Reddit Homepage, at the top-right, you can click a dropdown box as highlighted in red to the left. Once there you can go to "User Settings" which will bring you to your "Account." Once here you can edit your email address, or your Apple and Google account if you signed up using those. You can also "Deactivate" your account from this page.

Reddit is an American social news aggregation, web content rating, and discussion website. Registered members submit content to the site such as links, text posts, images, and videos, which are then voted up or down by other members. Posts are organized by subject into user-created boards called "communities" or "subreddits," which cover topics such as news, politics, religion, science, movies, video games, music, books, sports, fitness, cooking, pets, and image-sharing.

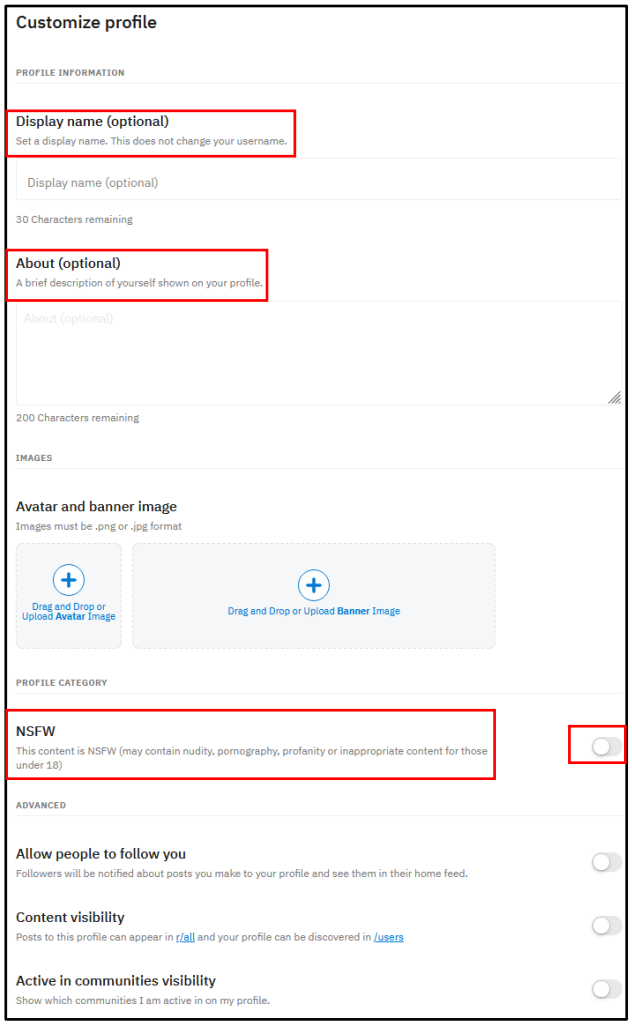
REDDIT

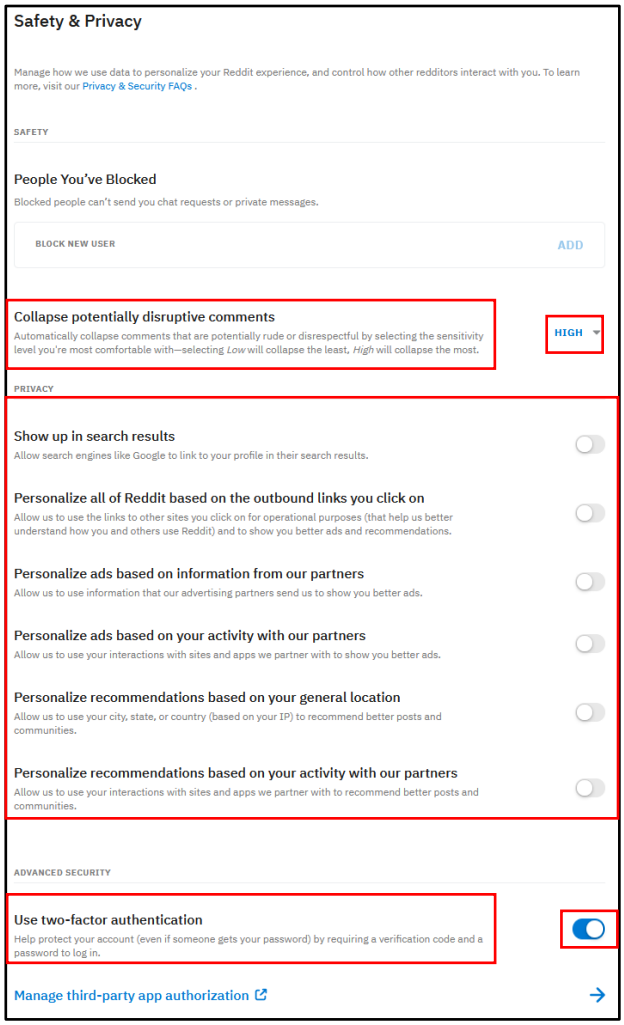
Customize Profile

Here, you can edit personal information that is displayed to the public when using your Reddit account. Such as your “Display name” and “About,” can be edited. It's recommended you don’t put anything overtly personal in these sections. You’re also able to adjust if your account is an “NSFW” account, depending on the type of content you post.

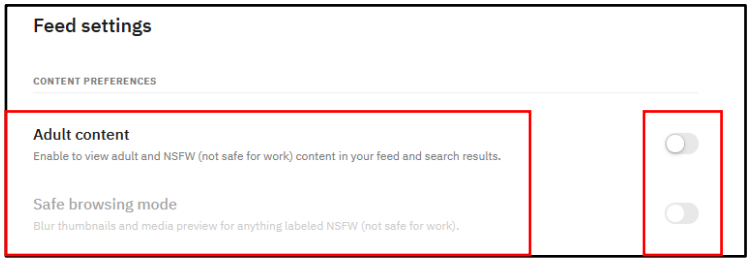
Safety & Privacy

After navigating to “Safety & Privacy,” you can edit “Collapse potentially disruptive comments.” It's recommended that this is set to “High.” You can also adjust your privacy, and turn off ads, location and activity. It's recommended that you turn all of these off. It's recommended that you turn on “two-factor authentication.”


Customize profile
PROFILE INFORMATION
Display name (optional)
Set a display name. This does not change your username.
Display name (optional)
30 Characters remaining
About (optional)
A brief description of yourself shown on your profile.
About (optional)
200 Characters remaining
IMAGES
Avatar and banner image
Images must be .png or .jpg format
Drag and Drop or Upload Avatar Image
Drag and Drop or Upload Banner Image
PROFILE CATEGORY
NSFW
This content is NSFW (may contain nudity, pornography, profanity or inappropriate content for those under 18)
ADVANCED
Allow people to follow you
Followers will be notified about posts you make to your profile and see them in their home feed.
Content visibility
Posts to this profile can appear in r/all and your profile can be discovered in /users
Active in communities visibility
Show which communities I am active in on my profile.


Safety & Privacy
Manage how we use data to personalize your Reddit experience, and control how other redditors interact with you. To learn more, visit our Privacy & Security FAQs .
SAFETY
People You've Blocked
Blocked people can't send you chat requests or private messages.
BLOCK NEW USER
ADD
Collapse potentially disruptive comments
Automatically collapse comments that are potentially rude or disrespectful by selecting the sensitivity level you're most comfortable with—selecting Low will collapse the least, High will collapse the most.
HIGH
PRIVACY
Show up in search results
Allow search engines like Google to link to your profile in their search results.
Personalize all of Reddit based on the outbound links you click on
Allow us to use the links to other sites you click on for operational purposes (that help us better understand how you and others use Reddit) and to show you better ads and recommendations.
Personalize ads based on information from our partners
Allow us to use information that our advertising partners send us to show you better ads.
Personalize ads based on your activity with our partners
Allow us to use your interactions with sites and apps we partner with to show you better ads.
Personalize recommendations based on your general location
Allow us to use your city, state, or country (based on your IP) to recommend better posts and communities.
Personalize recommendations based on your activity with our partners
Allow us to use your interactions with sites and apps we partner with to recommend better posts and communities.
ADVANCED SECURITY
Use two-factor authentication
Help protect your account (even if someone gets your password) by requiring a verification code and a password to log in.
Manage third-party app authorization

REDDIT

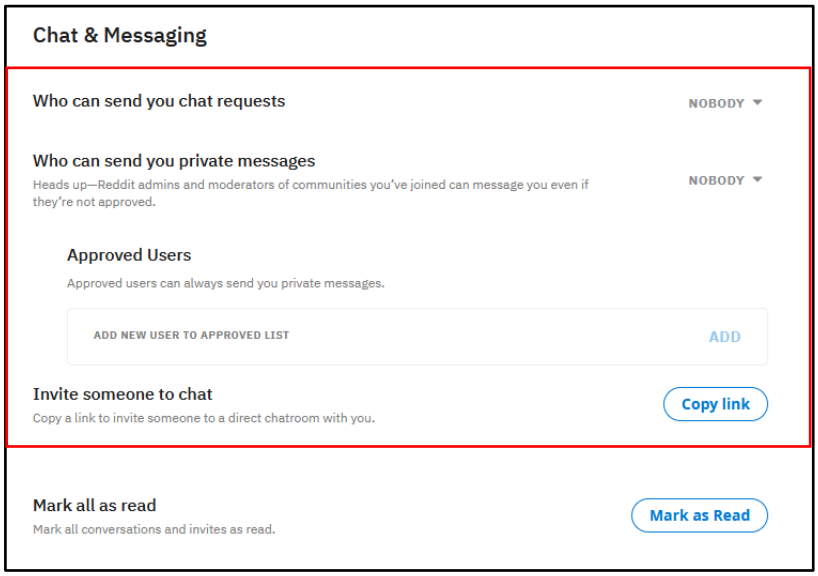

Feed settings
CONTENT PREFERENCES
Adult content
Enable to view adult and NSFW (not safe for work) content in your feed and search results.
Safe browsing mode
Blur thumbnails and media preview for anything labeled NSFW (not safe for work).

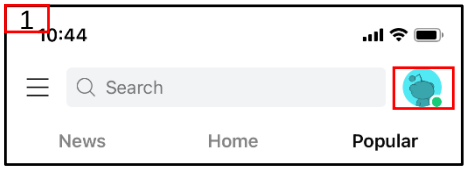
Feed Settings

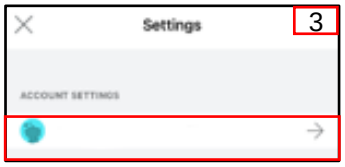
Here you can enable/disable “Adult Content.” If you choose to leave it enabled, it's recommended that you turn on “Safe browsing mode,” that way the content is blurred before you open it.

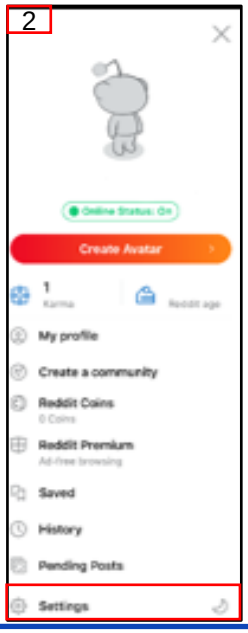
Chat & Messaging

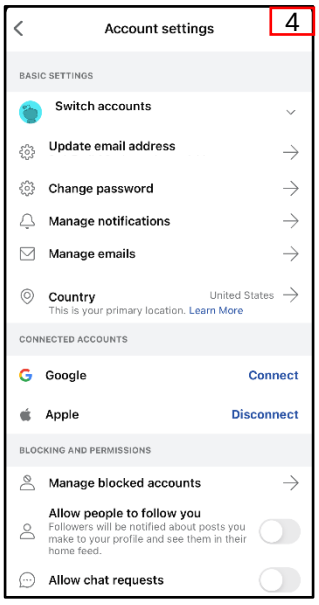
Under “Chat & Messaging,” you can control “Who can send you chat requests” and “Who can send you private messages.” It's recommended that you set this to “Nobody,” as you can always add users to “Approved Users” or “Invite someone to chat” using a link.


Chat & Messaging
Who can send you chat requests
NOBODY
Who can send you private messages
Heads up—Reddit admins and moderators of communities you've joined can message you even if they're not approved.
NOBODY
Approved Users
Approved users can always send you private messages.
ADD NEW USER TO APPROVED LIST
ADD
Invite someone to chat
Copy a link to invite someone to a direct chatroom with you.
Copy link
Mark all as read
Mark all conversations and invites as read.
Mark as Read









Phone Settings

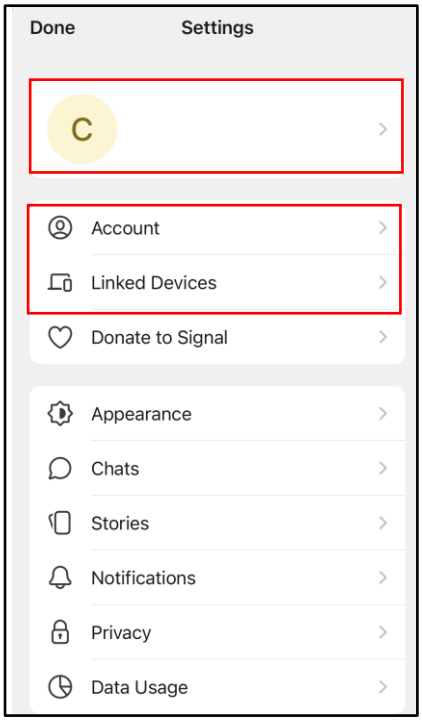
As annotated by numbers 1 – 4 to the left, shows how to access your settings via mobile phone (Apple/Android). Here you can control the same settings as you would via the PC version by scrolling down once you reach number 4.

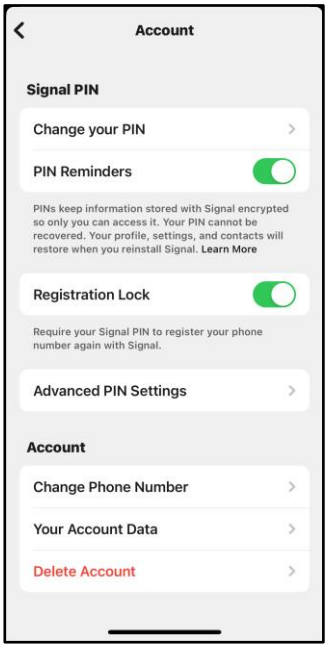
SIGNAL

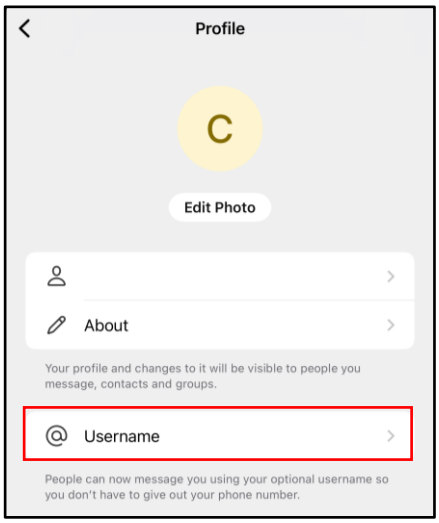
- **Do** set up privacy and security settings on Signal and help your family do the same.
- **Do** be cautious when updating your about me information, as everyone will be able to see it.
- **Do** change your pin periodically and ensure you remember it so you don't get locked out.
- **Don't** send anything compromising over any social media or Internet-based tool/application.
- **Don't** establish connections with people you do not know. Understand that people are not always who they say they are online.

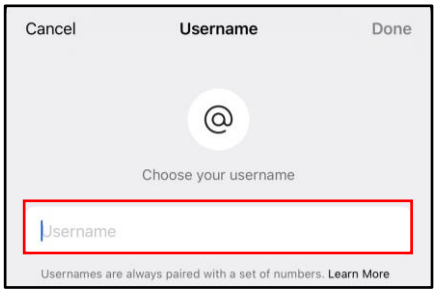
Account and Linked Devices

When in your "Settings," navigate down to "Account." Here you can "Change your PIN" and "Advanced PIN Settings." If you need to disable your pin, you can do so under the "Advanced PIN Settings." It is recommended that you enable "PIN Reminders" and "Registration Lock." You can also go to "Linked Devices" if you have Signal on any other devices and want to link your account to them. Next, click on your name to get to your "Profile." Here you can choose to have a "Username" instead of displaying your number.




Account
Signal PIN
Change your PIN
PIN Reminders
PINs keep information stored with Signal encrypted so only you can access it. Your PIN cannot be recovered. Your profile, settings, and contacts will restore when you reinstall Signal. Learn More
Registration Lock
Require your Signal PIN to register your phone number again with Signal.
Advanced PIN Settings
Account
Change Phone Number
Your Account Data
Delete Account


Profile
C
Edit Photo
About
Your profile and changes to it will be visible to people you message, contacts and groups.
Username
People can now message you using your optional username so you don't have to give out your phone number.

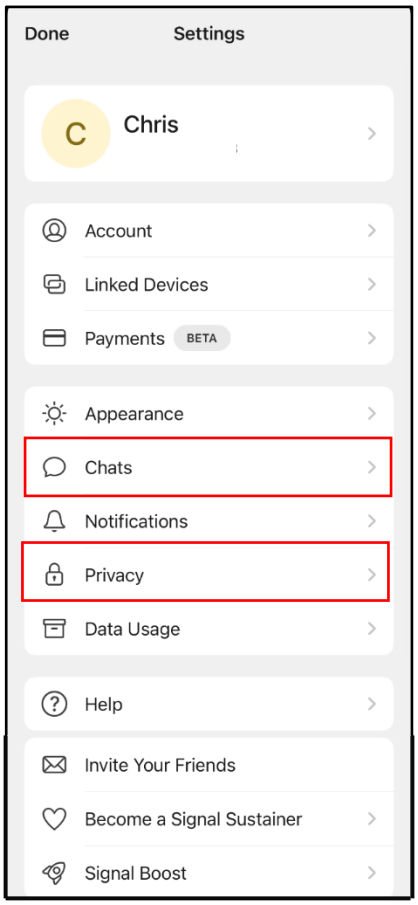


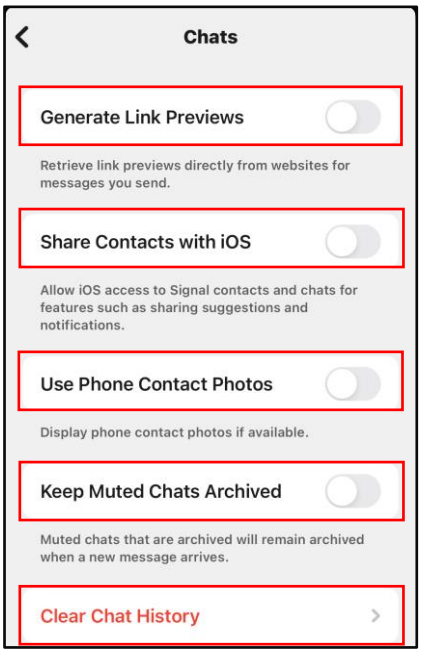
Signal is an independent nonprofit. They're not tied to any major tech companies, and claim they cant be acquired by one either. Development is supported by grants and donations from independent persons.

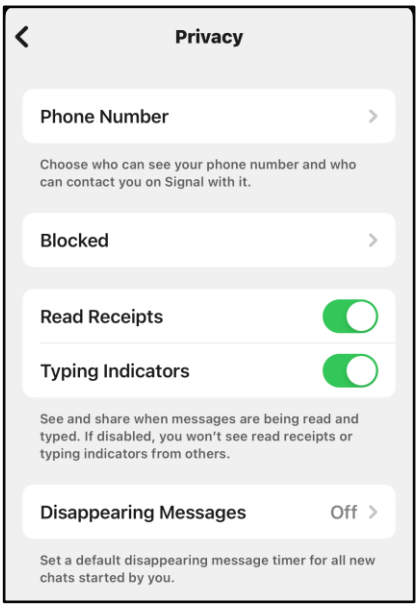
SIGNAL

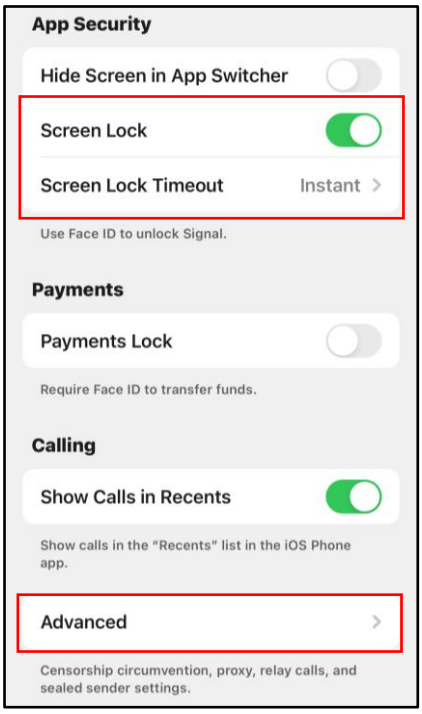
Chats, Privacy & App Security

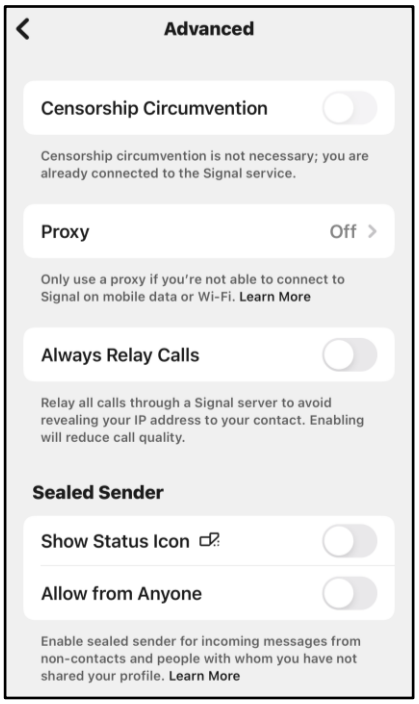
Under “Chats,” you can edit the settings to “Generate Link Previews,” “Share Contact with iOS,” and “Use System Contact Photos.” It isn’t recommended that you share contacts or use system contact photos. Under the “Privacy” tab, you can change the “Screen Lock” and “Screen Lock Timeout.” It is recommended that you have it set to “Instant.” If you continue to scroll down while still under the “Privacy” tab, you will reach the “Advanced” settings. Here you can adjust the settings as necessary.




Chats
Generate Link Previews
Retrieve link previews directly from websites for messages you send.
Share Contacts with iOS
Allow iOS access to Signal contacts and chats for features such as sharing suggestions and notifications.
Use Phone Contact Photos
Display phone contact photos if available.
Keep Muted Chats Archived
Muted chats that are archived will remain archived when a new message arrives.
Clear Chat History


Privacy
Phone Number
Choose who can see your phone number and who can contact you on Signal with it.
Blocked
Read Receipts
Typing Indicators
See and share when messages are being read and typed. If disabled, you won’t see read receipts or typing indicators from others.
Disappearing Messages
Off
Set a default disappearing message timer for all new chats started by you.




Advanced
Censorship Circumvention
Censorship circumvention is not necessary; you are already connected to the Signal service.
Proxy
Off
Only use a proxy if you’re not able to connect to Signal on mobile data or Wi-Fi. Learn More
Always Relay Calls
Relay all calls through a Signal server to avoid revealing your IP address to your contact. Enabling will reduce call quality.
Sealed Sender
Show Status Icon
Allow from Anyone
Enable sealed sender for incoming messages from non-contacts and people with whom you have not shared your profile. Learn More

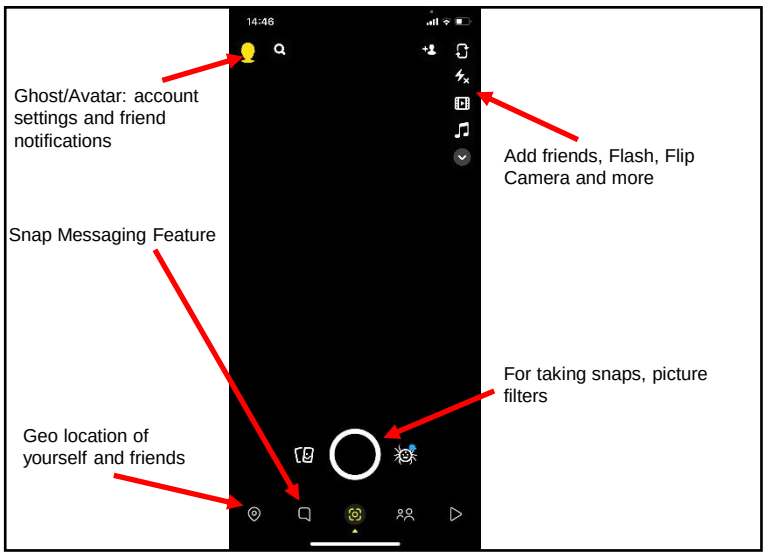
SNAPCHAT

- **Do** set up privacy and security settings on your Snapchat and help your child(ren) to do the same.
- **Do** assume ALL information and images you share are publicly viewable, regardless of your settings.
- **Do** talk to your child(ren) about the dangers inherent to Snapchat. Make sure they know to tell you if someone they don't know tries to contact them or sends them inappropriate material.
- **Don't** add your birthdate, location, or other personal details to online profiles.
- **Don't** allow users you do not know personally to contact you via Snapchat.
- **Don't** believe that all pictures and videos are automatically deleted. There are ways to save and share content despite Snapchat's efforts to make all communications disappear.

Understanding the App

Snapchat is an image and video messaging app that allows users to share multimedia messages that will "self destruct" in up to 10 seconds. Its communication style is meant to mirror real life face-to-face interactions that are temporary. Content is designed to delete automatically (from user view,) but most users are becoming aware that content can be saved using screen shots, screen recording, or other software.

NOTE: All of your data is saved and stored by the application and can be downloaded by any individual using your username/email and password. *See last page for more details.

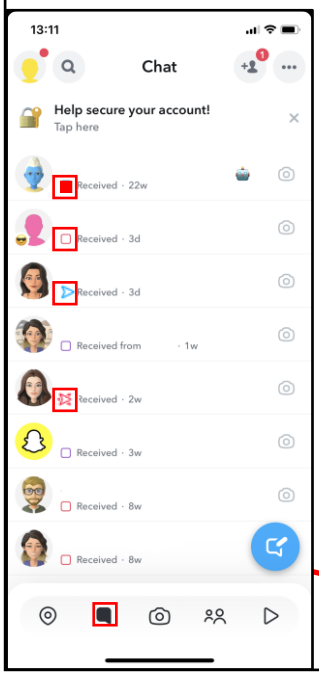

14:46
Ghost/Avatar: account settings and friend notifications
Snap Messaging Feature
Geo location of yourself and friends
Add friends, Flash, Flip Camera and more
For taking snaps, picture filters

The Basics

This is your "Home Screen" (see picture to the left). You know you are there when you have a "Camera View." One of the main features of the app is making "Snaps," via photos/videos, which you would do from this screen, then share with your "Friends."

Next, identify your "Profile" picture (at the top left of the box). This will take you to the "Settings" icon.

SNAPCHAT



This is the personal message and new stories screen. You can navigate here by swiping right or pressing the blue chat box on the bottom left.

Filled in squares mean you have new content to watch

Outlined squares means you have already viewed this content

Outlined arrows mean the person you sent the content to has viewed it

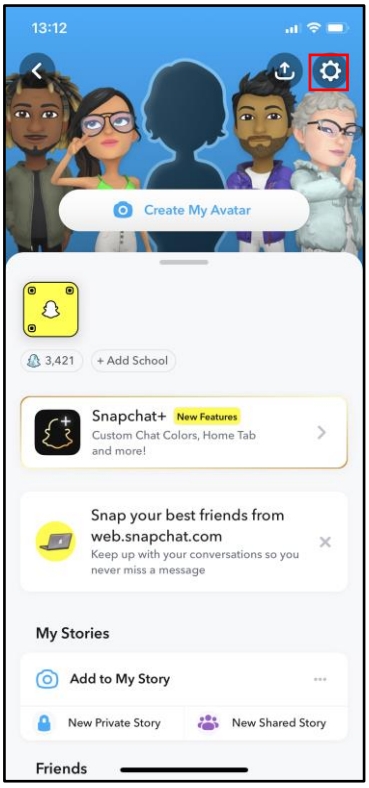
Outlined arrows with these marking mean the person you sent the content to has screenshot it

Create a new text chat

Chat and Settings

Above is an overview of the “Chat” feature. Select the “Chat” icon on the lower left corner of the home screen. Here you can see if someone has sent you a message, posted a story, or reviewed your posts. You can also start a “Chat.”

From here, you can select your “Profile” icon at the top right and head to your “Settings” section.



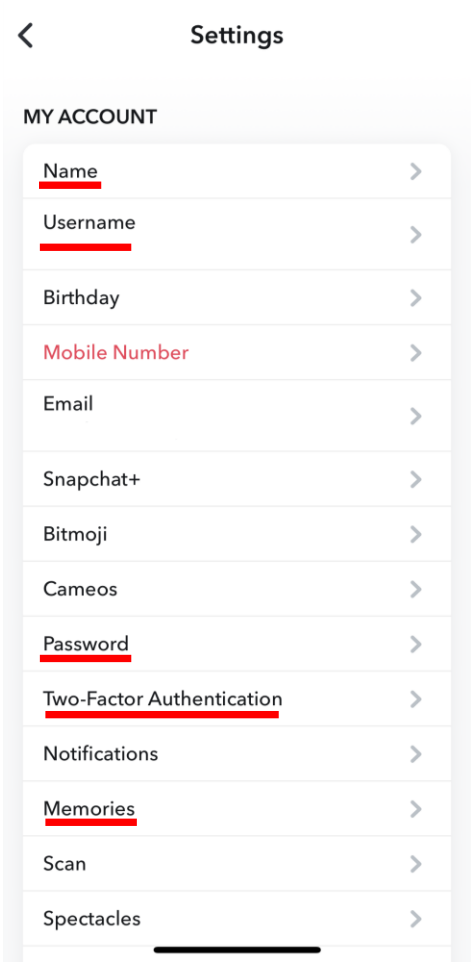
In order to delete a Chat you already sent: press and hold on the chat and select “Delete.” Snapchat will prompt you with another message asking you to confirm that you would like to delete the chat and to remind you that, although the message is being deleted, your friends will still be able to see that something was deleted, if not the deleted content itself.

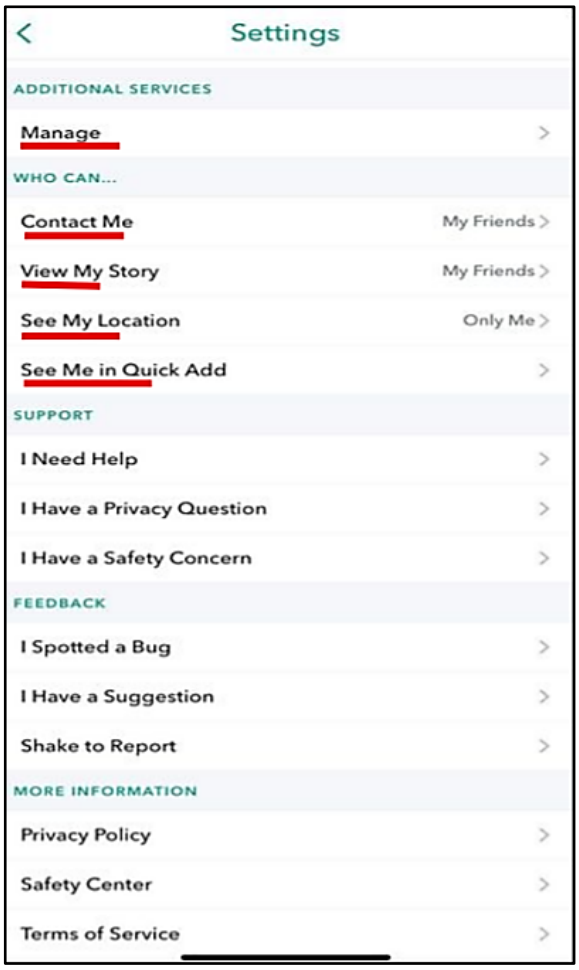
SNAPCHAT

Settings

First, check your “Name” and “Username” and make sure they don’t give away or imply too much information about you. It is recommended you use a nickname or a mixture of names instead of using your full name, and never add birthdays or other significant information to your name or username. You do not need to put your real birthday on your account and should consider using an inaccurate one.

Next, it is recommended using a password that is unique to Snapchat. As with all your social media accounts, reusing passwords creates an unnecessary vulnerability. You should use unique passwords for all accounts.

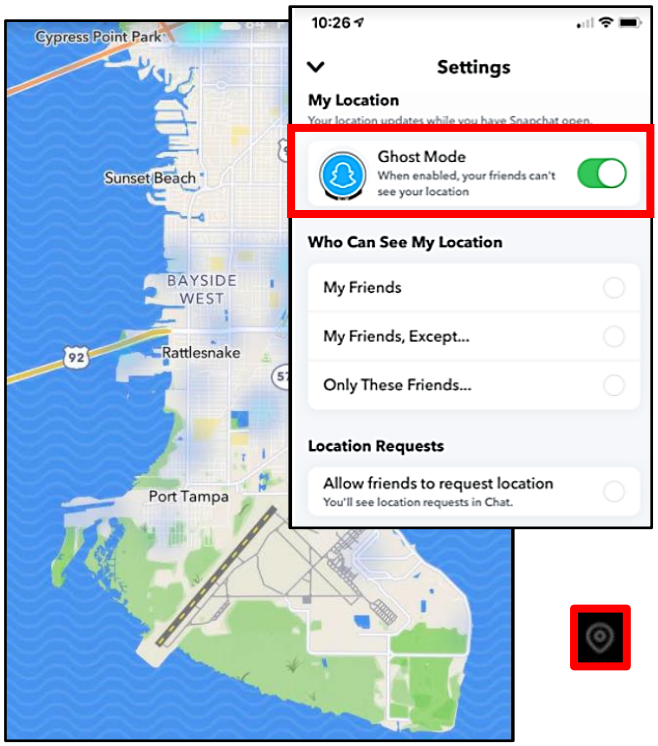




Two-Factor Authentication

It is strongly recommended that you choose this function in order to better protect your account.

SNAPCHAT



Location Settings

You can find the “Snap Map” icon on the bottom left of your camera screen or by swiping right on the “Chat” screen. This feature shows “hot spots” that were geo-tagged (or adding location-based filters) by other Snapchat users which are public. You can also view the location of your friends if they are broadcasting their location publicly.

To prevent your location from being shown, you can change your location setting to “Ghost Mode” in the Settings menu under “Who Can… See My Location” or on the “Snap Map” in the upper righthand corner.

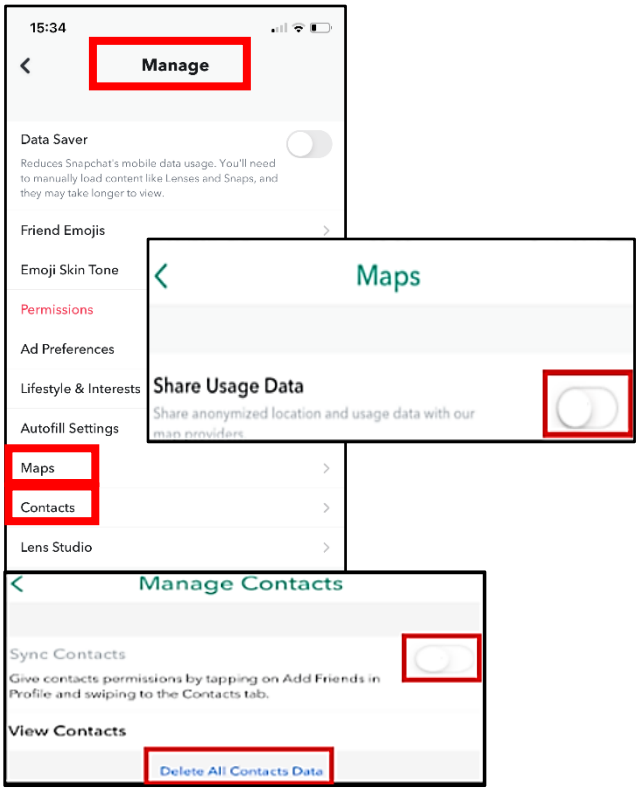
You should also turn off sharing your Map Usage Data in the “Manage” menu.

Contact Settings

It is recommended that you lock down who can contact you, view your stories, and turn “Off” your discoverability in the “Quick Add” feature in the “Settings” menu. You should also turn off “Contact Syncing.”

On iPhones: under “Manage,” select “Contacts,” then set toggle to “Off,” and “Delete All Contacts Data.”

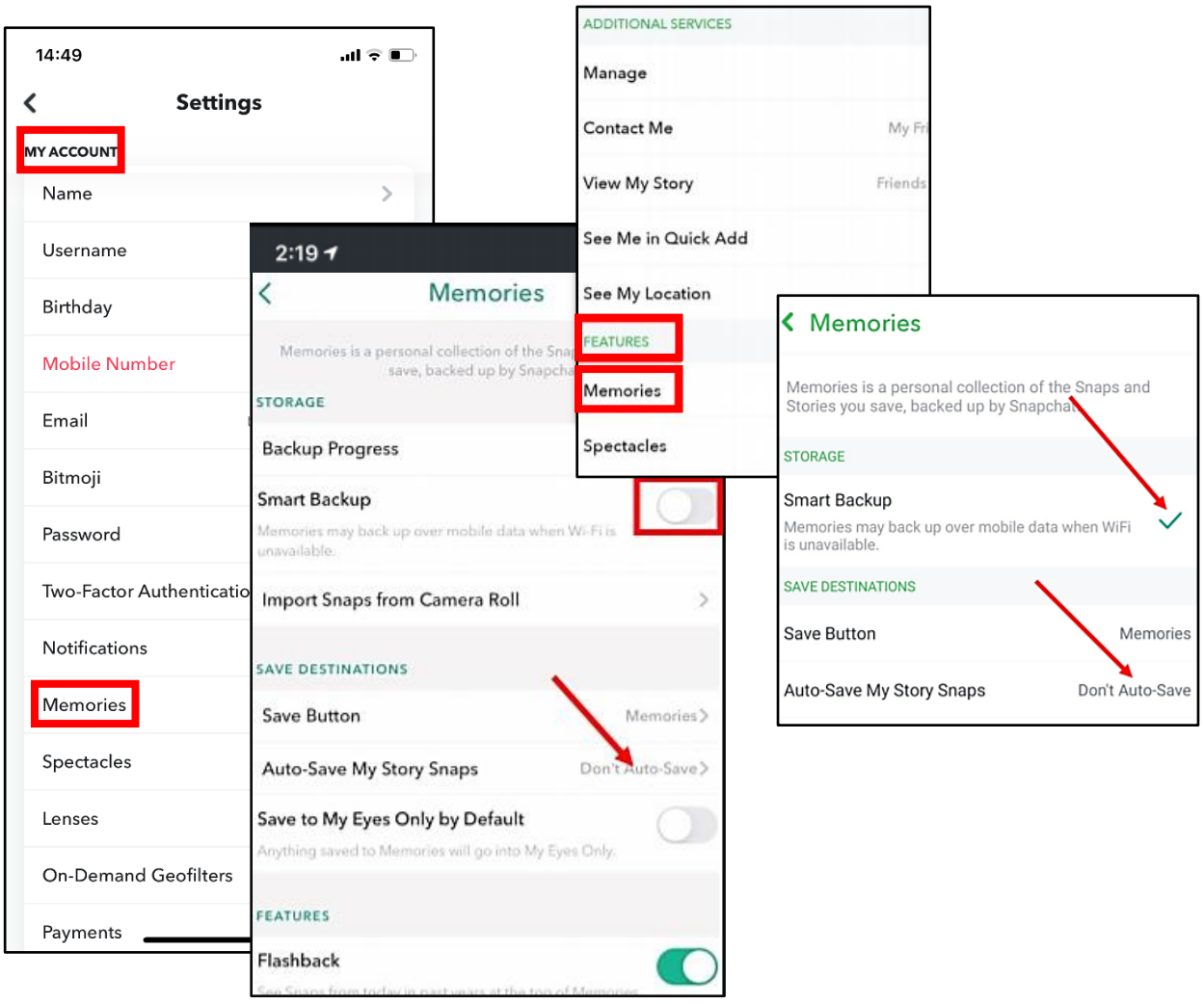
On Android: under “Settings,” scroll down to “Privacy” and select “Contact Synching.” Ensure this feature is “Disabled” by identifying the space to the right of “Sync Contacts” and ensure there is “No Checkmark” visible. Also, select “Delete All Contact Data” below “View Contacts” as well.


15:34
Manage
Data Saver
Reduces Snapchat's mobile data usage. You'll need to manually load content like Lenses and Snaps, and they may take longer to view.
Friend Emojis
Emoji Skin Tone
Permissions
Ad Preferences
Lifestyle & Interests
Autofill Settings
Maps
Contacts
Lens Studio
Maps
Share Usage Data
Share anonymized location and usage data with our map providers
Manage Contacts
Sync Contacts
Give contacts permissions by tapping on Add Friends in Profile and swiping to the Contacts tab.
View Contacts
Delete All Contacts Data

SNAPCHAT

Memories

"Memories" are Snapchat's storage function. Snaps are saved on Snapchat's servers but are searchable and visible only to you. We recommend you not allow Snapchat to store your photos, and instead choose manually when you want a "Snap" saved to your "Memories" as needed. It is important to know that snaps of all types never truly delete on Snapchat.



On iPhones: in "Settings," select "Memories" under "My Account." Set the "Smart Backup" toggle to "Off" and select "Don't Auto-Save" next to "Auto-Save My Story Settings."

On Android: in "Settings," scroll down to "Features," then "Memories," and "Uncheck" the "Smart Backup" option. Also, ensure "Auto-Save My Story Snaps" is set to "Don't Auto-Save."

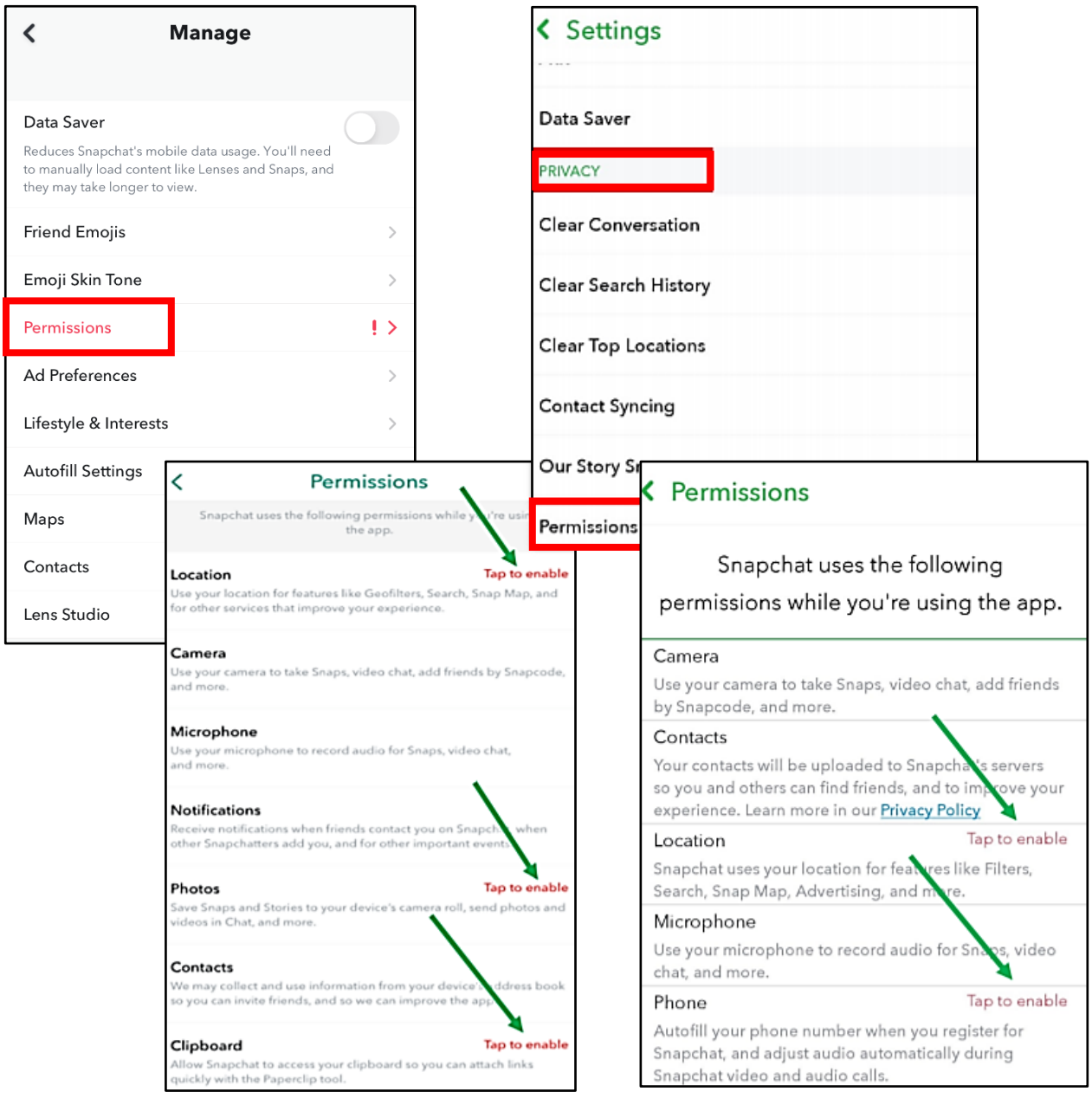
When does Snapchat delete "Snaps?" Snapchat servers are designed to automatically delete all "Snaps" (on their servers) after they have been viewed by all recipients. All unopened "Snaps" are supposed to be deleted after 30 days but it is prudent to assume they are stored somewhere.

SNAPCHAT

Permissions

On iPhones: select “Manage,” then “Permissions,” and ensure “Location,” “Photos,” and “Clipboard” are not enabled. Each of these features allows Snapchat to capture and store information from your mobile device in some way.

On Android: under “Settings,” scroll down to the section titled “Privacy,” then select “Permissions.” You can adjust “Location” and “Phone.” We recommend you leave them “Disabled.”


Manage
Data Saver
Reduces Snapchat's mobile data usage. You'll need to manually load content like Lenses and Snaps, and they may take longer to view.
Friend Emojis
Emoji Skin Tone
Permissions
Ad Preferences
Lifestyle & Interests
Autofill Settings
Maps
Contacts
Lens Studio
Settings
Data Saver
PRIVACY
Clear Conversation
Clear Search History
Clear Top Locations
Contact Syncing
Permissions
Permissions
Location
Tap to enable
Use your location for features like Geofilters, Search, Snap Map, and for other services that improve your experience.
Camera
Use your camera to take Snaps, video chat, add friends by Snapcode, and more.
Microphone
Use your microphone to record audio for Snaps, video chat, and more.
Notifications
Photos
Tap to enable
Save Snaps and Stories to your device's camera roll, send photos and videos in Chat, and more.
Contacts
Clipboard
Tap to enable
Allow Snapchat to access your clipboard so you can attach links quickly with the Paperclip tool.
Permissions
Snapchat uses the following permissions while you're using the app.
Camera
Use your camera to take Snaps, video chat, add friends by Snapcode, and more.
Contacts
Your contacts will be uploaded to Snapchat's servers so you and others can find friends, and to improve your experience. Learn more in our Privacy Policy
Location
Tap to enable
Snapchat uses your location for features like Filters, Search, Snap Map, Advertising, and more.
Microphone
Use your microphone to record audio for Snaps, video chat, and more.
Phone
Tap to enable
Autofill your phone number when you register for Snapchat, and adjust audio automatically during Snapchat video and audio calls.

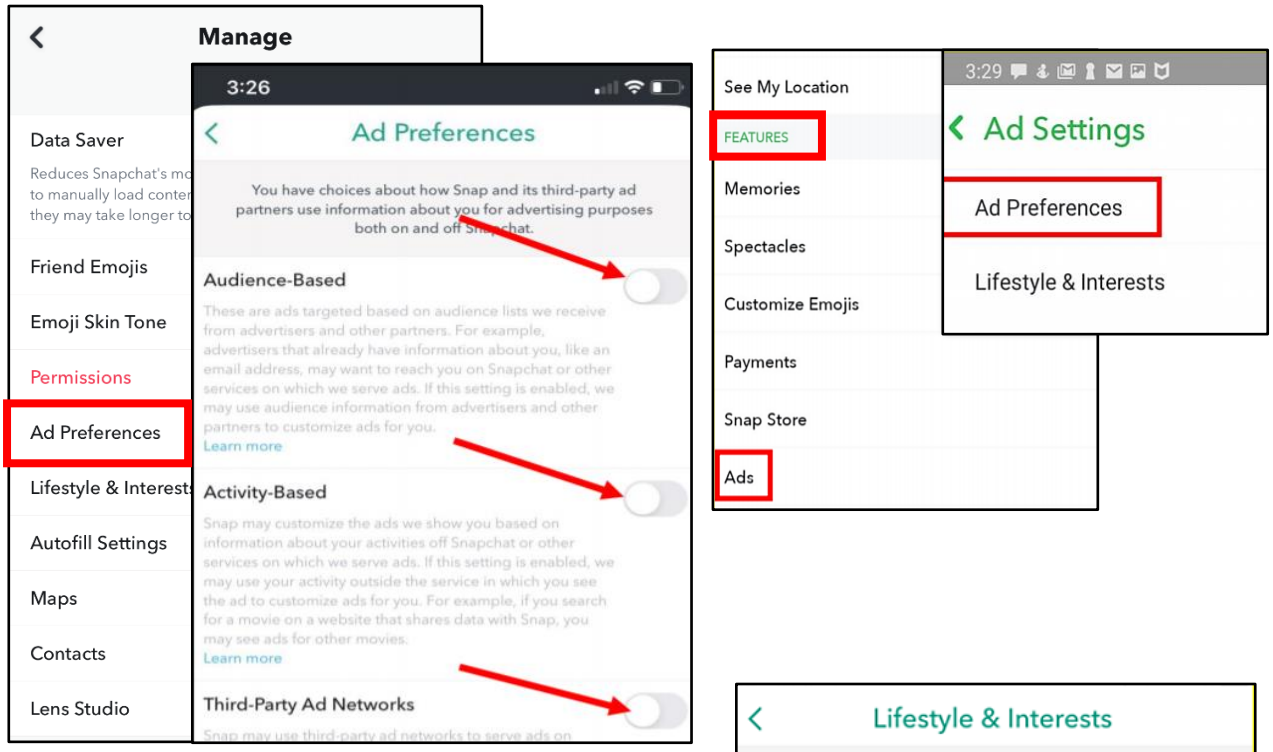
SNAPCHAT

Ad Preferences

Next, let's lock down what kinds of information Snapchat can capture from you in order to support advertising.

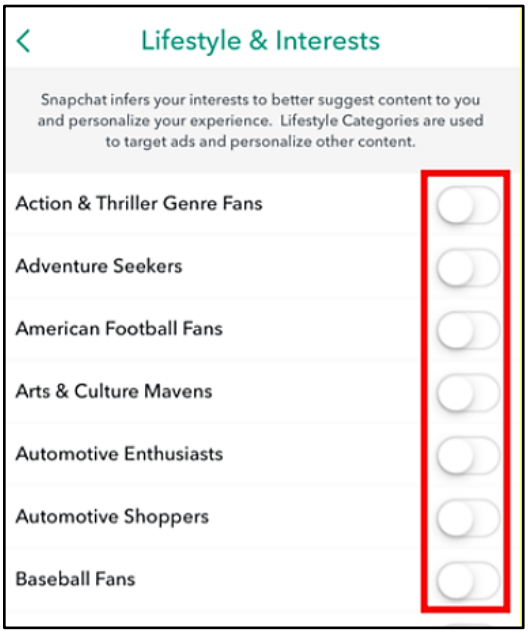
On iPhones: go back to the "Manage" section, select "Ad Preferences," ensure all three toggles are set to "Off."

On Android: under "Settings," scroll down to the section titled "Features," then select "Ads." Select "Ad Preferences" on the next screen, then ensure "Audience – Based," "Activity-Based," and "Third-Party Ad Networks" are all unchecked.



Lifestyle and Interests

Next, go back to the "Manage" section ("Ad Settings" on Android) and select "Lifestyle & Interests;" it's recommended that you unselect any section that is enabled. You can also periodically clear any tags that may have specified your interests by selecting "Clear Content Interests Tag" located at the very bottom of the "Lifestyle & Interests" screen.

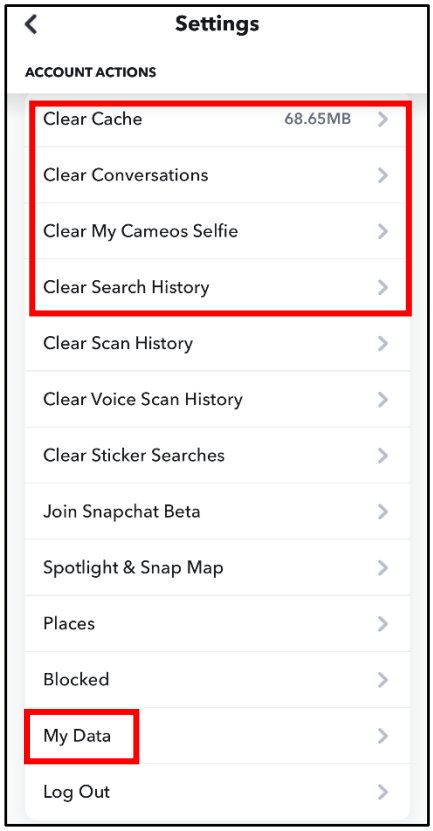

Lifestyle & Interests
Snapchat infers your interests to better suggest content to you and personalize your experience. Lifestyle Categories are used to target ads and personalize other content.
Action & Thriller Genre Fans
Adventure Seekers
American Football Fans
Arts & Culture Mavens
Automotive Enthusiasts
Automotive Shoppers
Baseball Fans

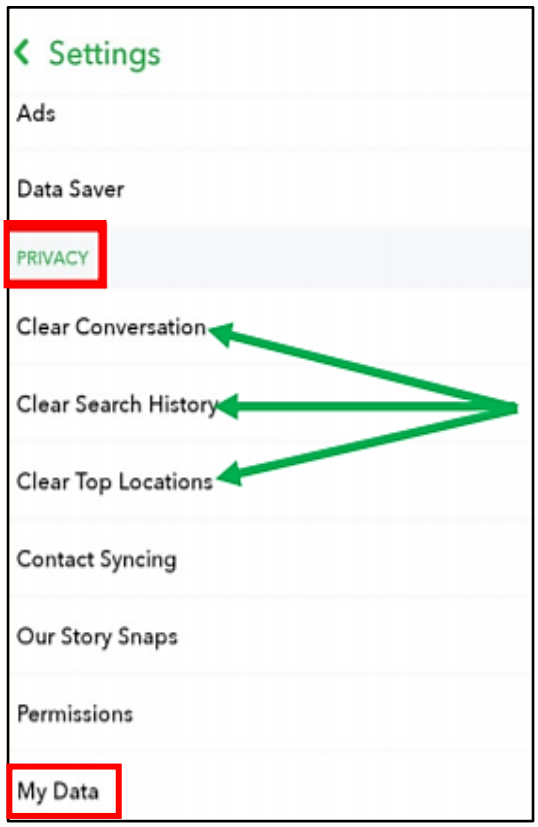
Clear Content Interests Tag

SNAPCHAT

Clear Caches

Finally, it is recommended to clear out old data periodically on your Snapchat account, as well as your other social media accounts whenever this feature is available. Snapchat provides you the capability to “Clear Cache,” “Clear Conversations,” “Clear Search History,” and “Clear Top Locations” (in addition to others on iPhones). You will clear these and the other options listed the same way you would clear your Internet browser cache.





Download Your Data

When you use Snapchat, they collect information from and about you. You can submit a request to download your data and within 24 hours you will receive a zip file with the requested data. See the types of information you can download below.

- ✓ Login History and Account Information
  - · Basic Information
  - · Device Information
  - · Device History
  - · Login History
  - · Account Deactivated/Reactivated
- ✓ Snap History
  - · Received Snap History
  - · Sent Snap History
- ✓ Chat History
  - · Received Chat History
  - · Sent Chat History

- ✓ Location
  - · Frequent Locations
  - · Latest Location
  - · Business and public places
  - · Areas you may have visited
- ✓ Search History
- ✓ Terms History
- ✓ Subscriptions
- ✓ Bitmoji

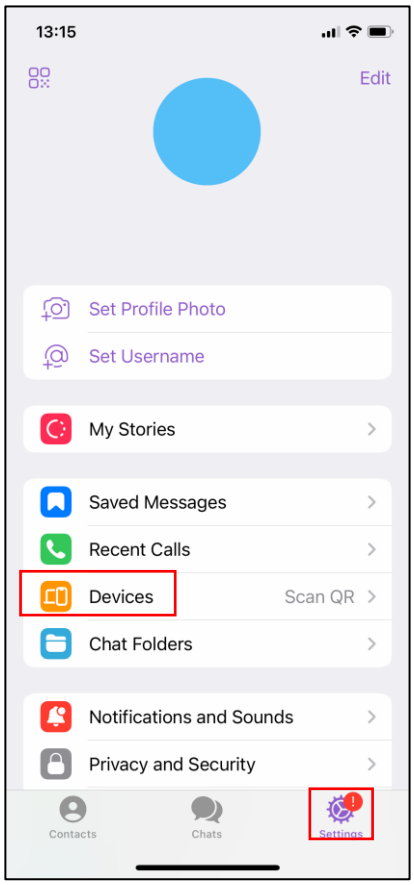
- ✓ Story History
  - · Your Story Views
  - · Friend and Public Story Views
- ✓ Account History
  - · Display Name Change
  - · Email Change
  - · Mobile Number Change
  - · Password Change
  - · Snapchat Linked to Bitmoji
  - · Spectacles
  - · Two-Factor Authentication

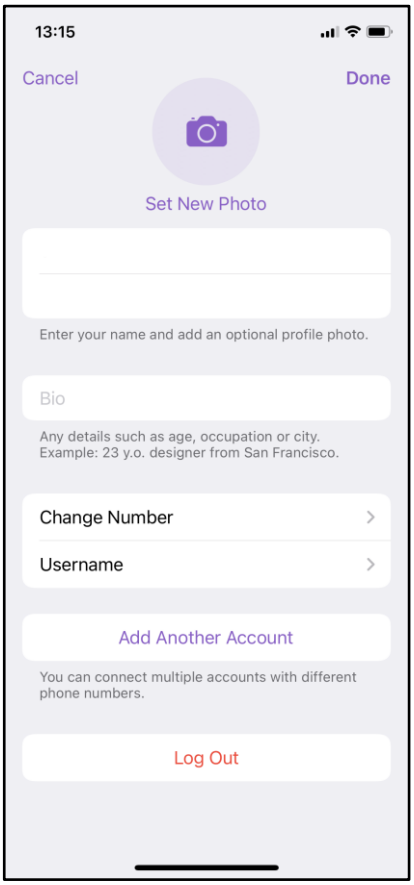
TELEGRAM

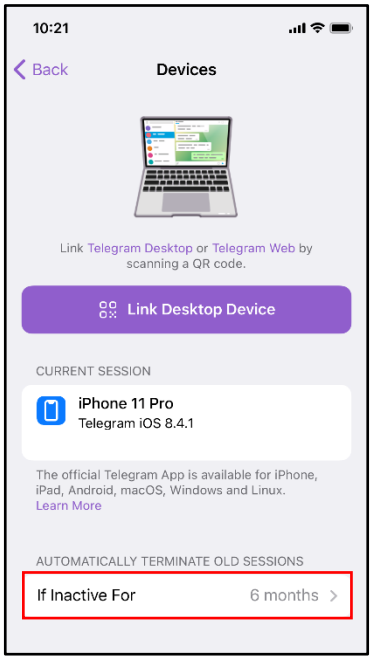
- **Do** set up privacy and security settings on Telegram and help your family do the same.
- **Do** be cautious when updating your about me information, as everyone will be able to see it.
- **Do** change your pin periodically and ensure you remember it so you don't get locked out.
- **Don't** send anything compromising over any social media or Internet-based tool/application.
- **Don't** establish connections with people you do not know. Understand that people are not always who they say they are online.

Account and Linked Devices

Navigate to "Settings" at the bottom right of Telegram. Here, you can edit your personal information like your "Name" and "Bio." You can also add up to three different accounts with different phone numbers. By going to "Devices," you can Link your devices to your desktop. You can also decide the length of time before old sessions will be terminated if left inactive.





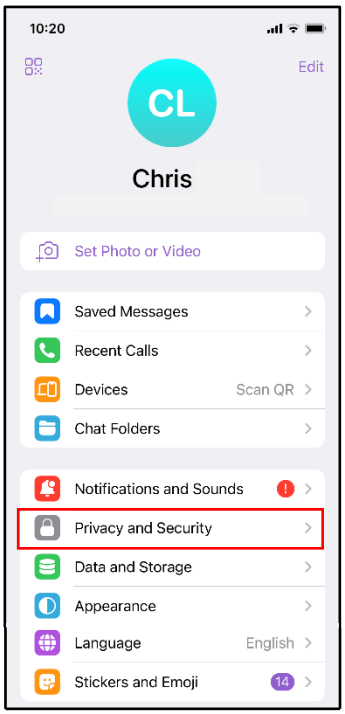


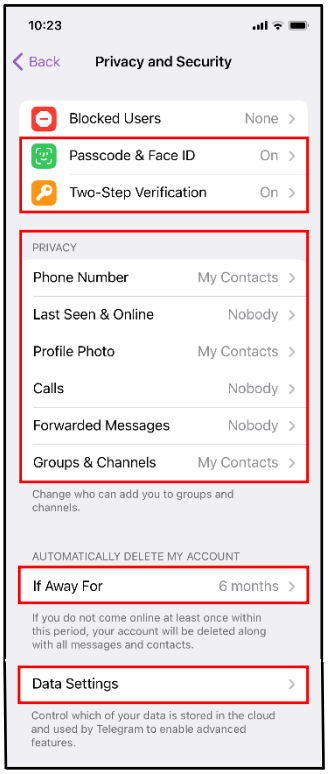
Telegram is a messaging app with a focus on speed and security. You can use Telegram on all your devices at the same time — your messages sync seamlessly across any number of your phones, tablets or computers. Telegram has over 500 million monthly active users and is one of the 10 most downloaded apps in the world.

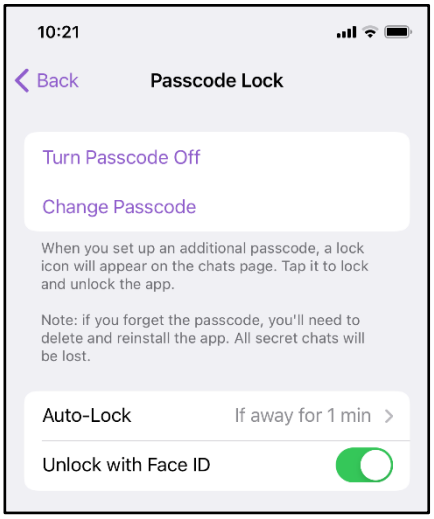
TELEGRAM

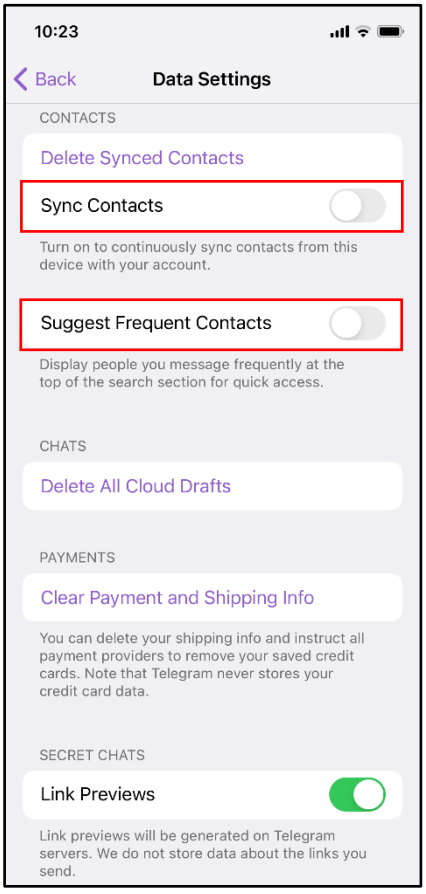
Privacy and Security

Still in “Settings,” navigate down to “Privacy and Security.” Here you can add additional security to your account such as setting up “Passcode & Face ID,” as well as “Two-Step Verification.” It is recommended that under the “Privacy” portion, that you either have it restricted to “My Contacts” or “Nobody.” You can also set up to have your account deleted, if away for a certain period of time.






10:21
Back
Passcode Lock
Turn Passcode Off
Change Passcode
When you set up an additional passcode, a lock icon will appear on the chats page. Tap it to lock and unlock the app.
Note: if you forget the passcode, you'll need to delete and reinstall the app. All secret chats will be lost.
Auto-Lock
If away for 1 min
Unlock with Face ID


10:23
Back
Data Settings
CONTACTS
Delete Synced Contacts
Sync Contacts
Turn on to continuously sync contacts from this device with your account.
Suggest Frequent Contacts
Display people you message frequently at the top of the search section for quick access.
CHATS
Delete All Cloud Drafts
PAYMENTS
Clear Payment and Shipping Info
You can delete your shipping info and instruct all payment providers to remove your saved credit cards. Note that Telegram never stores your credit card data.
SECRET CHATS
Link Previews
Link previews will be generated on Telegram servers. We do not store data about the links you send.

Data Settings

At the bottom of “Privacy and Security” is the tab for “Data Settings.” Here, it is recommended you turn off “Sync Contacts” and “Suggest Frequent Contacts.”

TIKTOK

- **Do** opt out of personalized data. TikTok is owned by a company based in China, opting out helps prevent your data from being gathered and redistributed without your knowledge.
- **Do** ensure family members take similar precautions with their accounts. Their privacy settings can expose your personal data.
- **Do** use a picture of something other than yourself for your profile photo. Profile photos are publicly viewable.
- **Don't** provide any identifiable information (e.g., name, hobbies, job title, etc.) on your profile or in your videos.
- **Don't** link your TikTok account to any third-party applications such as Facebook, LinkedIn, Instagram, or Twitter.
- **Don't** use identifiable locations, backgrounds, or relatable images when posting videos.
- **Don't** participate or appear in other users' videos.

Privacy Settings

By default, all accounts are set to "Public" which means anyone can see what you post on TikTok. It is recommended you set your account to "Private" to ensure that all videos can only be seen by the creator and no one else on the platform. With a private account you can approve or deny users and limit incoming messages to "Friends" only.

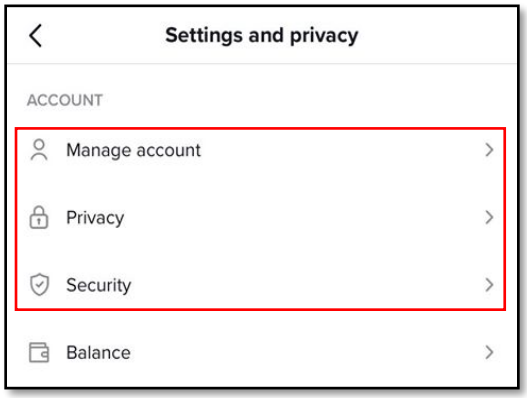
Even with a Private account, your Photo, Username, and Bio are still visible to all users of the platform.

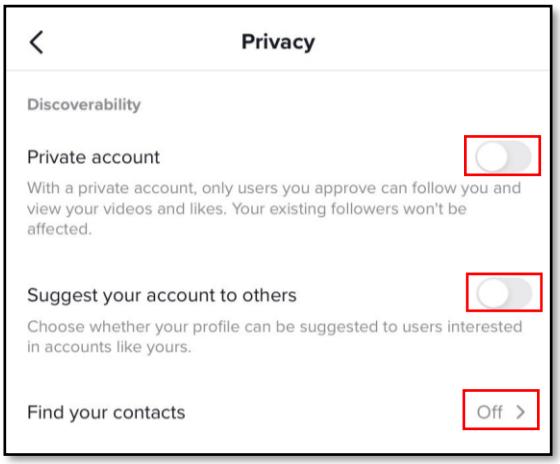
To make your account Private, go to "Privacy" under "Settings and privacy" and set the "Private account" toggle to "On."

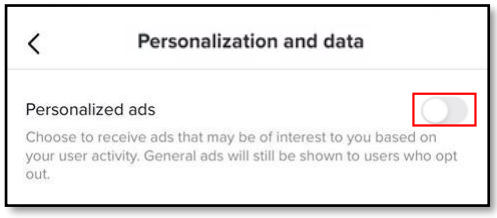
It is recommended you set "Suggest your account to others" to "Off," which will prevent others from being directed to your account.

It is also recommended that you do not allow TikTok or any other social media account to have access to your contacts. Toggle "Find your contacts" to "Off."

Next, review the "Personalization and data" section. Here you will toggle "Personalized ads" to "Off" which will minimize the amount of personal data collected by the application.

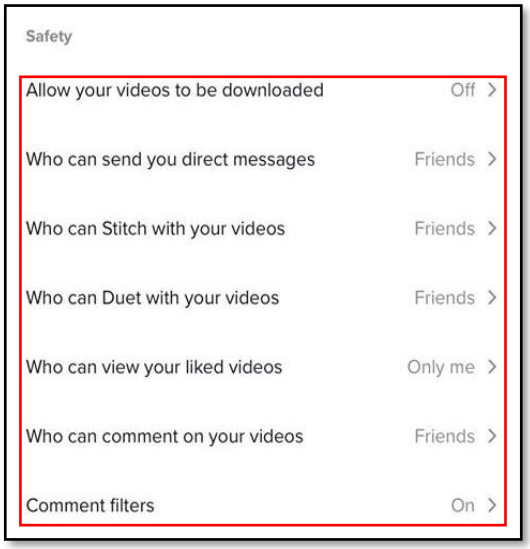



Privacy
Discoverability
Private account
With a private account, only users you approve can follow you and view your videos and likes. Your existing followers won't be affected.
Suggest your account to others
Choose whether your profile can be suggested to users interested in accounts like yours.
Find your contacts
Off


Personalization and data
Personalized ads
Choose to receive ads that may be of interest to you based on your user activity. General ads will still be shown to users who opt out.

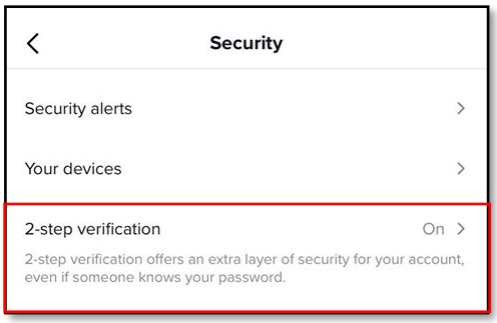
TikTok is owned by the Chinese company ByteDance. TikTok is influenced by the Chinese government, data created in the app is subject to Chinese censorship, and it is likely that personal data is collected on U.S. citizens who use the app.

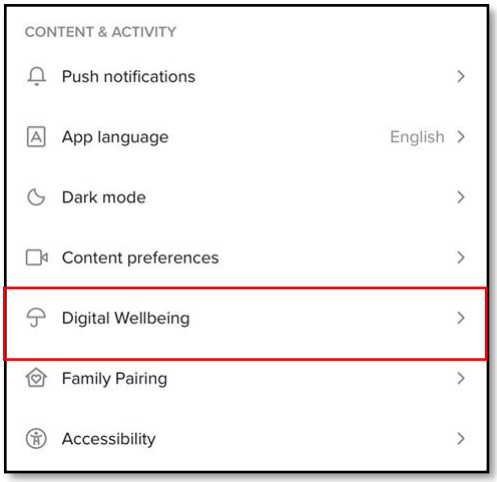
TIKTOK


Safety
Allow your videos to be downloaded Off
Who can send you direct messages Friends
Who can Stitch with your videos Friends
Who can Duet with your videos Friends
Who can view your liked videos Only me
Who can comment on your videos Friends
Comment filters On

The next group of settings falls under the "Safety" section within the "Privacy" menu. Here you will want to go through each section and set them according to your own comfort level. It is highly recommended that the lowest level of privacy is set to "Friends" and no setting is set to "Everyone." This will limit unknown profiles from being able to contact you and access your videos. In addition, it is strongly recommended that you do not allow others to download your videos, so that they are unable to share your TikTok videos on TikTok or other platforms.

Now, head back to the "Settings and privacy" and select "Security." Here you can check if there has been any suspicious activity on your TikTok account and set up 2-step verification. 2-step verification is an important additional security layer to help reduce unwarranted access and account fraud.


Security
Security alerts
Your devices
2-step verification On
2-step verification offers an extra layer of security for your account, even if someone knows your password.



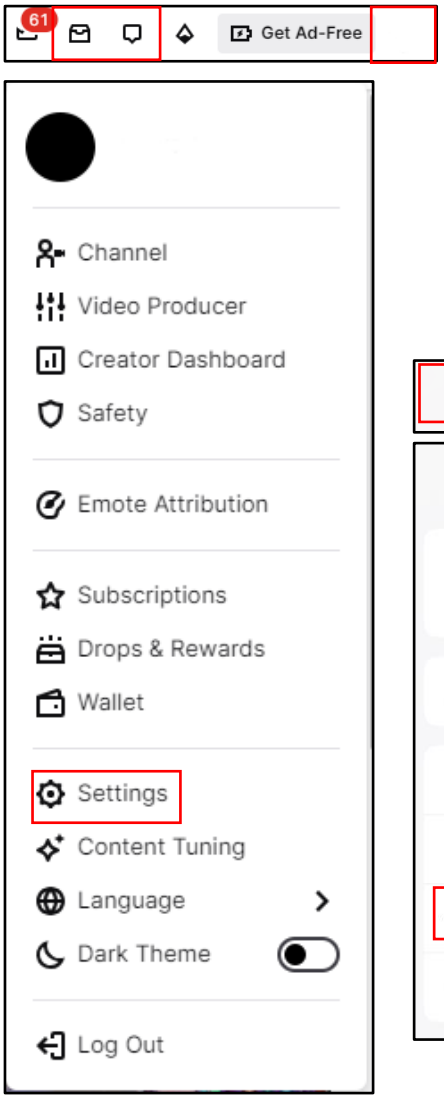
Much like YouTube, TikTok has a "Restricted Mode" for children whose parents want to limit the type of content they can see and follow.

To turn on "Restricted Mode," go back to the main menu, "Settings and privacy," and select "Digital Wellbeing." From there select "Restricted Mode" then choose "Turn on Restricted Mode" at the bottom of your screen. A passcode can be enabled to prevent "Restricted Mode" from being disabled.

It is recommended you do not link your TikTok account to any other social media platform (e.g., Twitter, Instagram, Facebook, etc.) If linked, TikTok will pull personally identifiable information (PII) and pictures from those platforms. You are not required to put any personal or biographical information in your TikTok profile; therefore, it is recommended you leave optional sections blank.

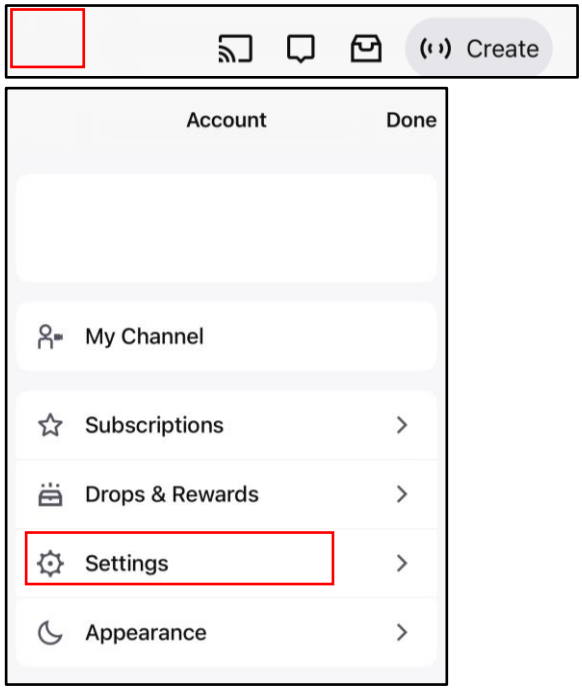
TWITCH

- **Do** be cautious when interacting with people in Twitch Chat. People aren't always who they say they are online.
- **Do** remember there are privacy concerns when using your name and birthdate when registering for free services, such as apps and social media.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.
- **Don't** do anything you wouldn't want the world to see while streaming. Anyone could be watching and could create a clip of the events that transpired.
- **Don't** establish connections with people you don't know or trust. Understand that people are not always who they say they are online.



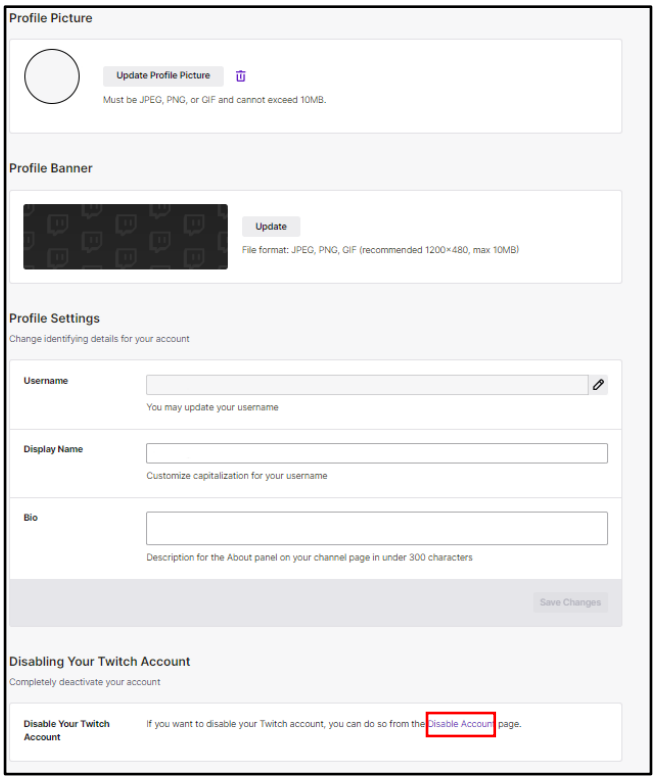
Your Account

At the top right of Twitch, you can click on your "Notifications" and "Messages," highlighted in red to the left respectively. You can also click on your profile picture to access a dropdown menu. On Android and iPhone, your Profile picture will be separated to the top left, as depicted in the photos below. Here you can access your "Settings" tab.



Twitch is a video-streaming platform that offers a fun, social way to watch people play games. Through the Twitch app (and online at Twitch.tv), gamers who broadcast their matches (known as streamers) play their favorite titles while providing running commentary on the action.

TWITCH


Profile Picture
Update Profile Picture
Must be JPEG, PNG, or GIF and cannot exceed 10MB.
Profile Banner
Update
File format: JPEG, PNG, GIF (recommended 1200×480, max 10MB)
Profile Settings
Change identifying details for your account
Username
You may update your username
Display Name
Customize capitalization for your username
Bio
Description for the About panel on your channel page in under 300 characters
Save Changes
Disabling Your Twitch Account
Completely deactivate your account
Disable Your Twitch Account
If you want to disable your Twitch account, you can do so from the Disable Account page.

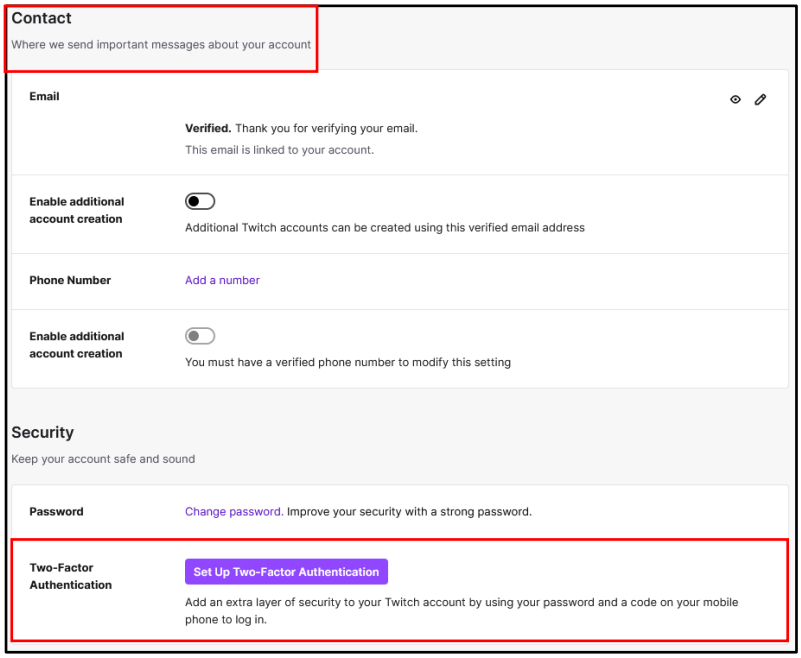
Profile

Here you can adjust things like your "Profile Picture" (It is recommended you choose this photo carefully as everyone will be able to see it.) You can also adjust your "Profile Banner," "Username," "Display Name," and "Bio." It is recommended that you don't put anything to personal as everyone will be able to see it.

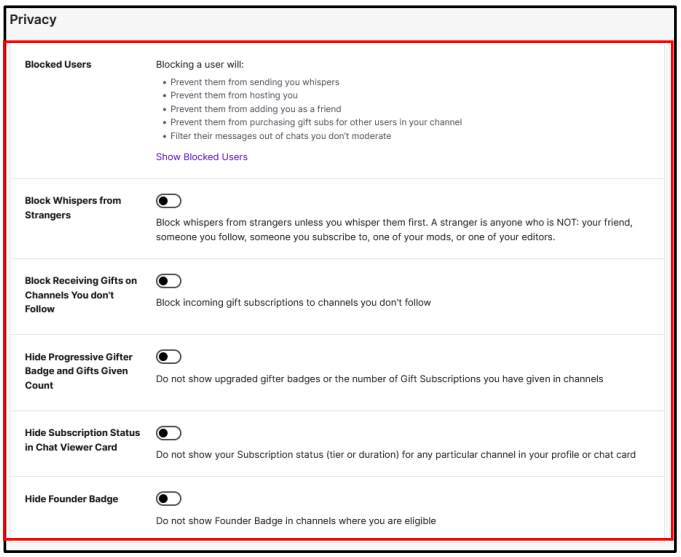
At the bottom of the "Profile" page, you can follow the link if you want to disable your Twitch account.

Security and Contact

Under "Security and Privacy," you're able to edit your "Contact" information and set up your "Security." While under "Security," it is recommended that you turn on "Two-Factor Authentication" to add an extra layer of protection for your account.


Contact
Where we send important messages about your account
Email
Verified. Thank you for verifying your email.
This email is linked to your account.
Enable additional account creation
Additional Twitch accounts can be created using this verified email address
Phone Number
Add a number
Enable additional account creation
You must have a verified phone number to modify this setting
Security
Keep your account safe and sound
Password
Change password. Improve your security with a strong password.
Two-Factor Authentication
Set Up Two-Factor Authentication
Add an extra layer of security to your Twitch account by using your password and a code on your mobile phone to log in.

TWITCH

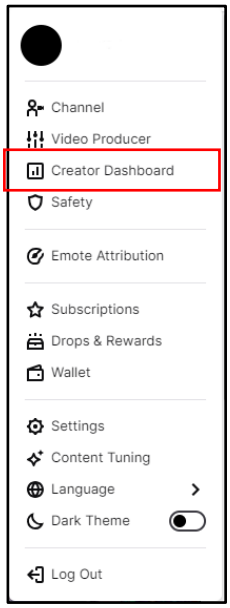

Privacy
Blocked Users
Blocking a user will:
• Prevent them from sending you whispers
• Prevent them from hosting you
• Prevent them from adding you as a friend
• Prevent them from purchasing gift subs for other users in your channel
• Filter their messages out of chats you don't moderate
Show Blocked Users
Block Whispers from Strangers
Block whispers from strangers unless you whisper them first. A stranger is anyone who is NOT: your friend, someone you follow, someone you subscribe to, one of your mods, or one of your editors.
Block Receiving Gifts on Channels You don't Follow
Block incoming gift subscriptions to channels you don't follow
Hide Progressive Gifter Badge and Gifts Given Count
Do not show upgraded gifter badges or the number of Gift Subscriptions you have given in channels
Hide Subscription Status in Chat Viewer Card
Do not show your Subscription status (tier or duration) for any particular channel in your profile or chat card
Hide Founder Badge
Do not show Founder Badge in channels where you are eligible

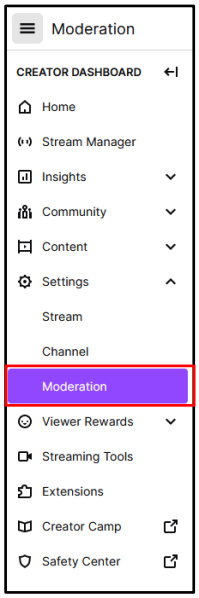
Privacy

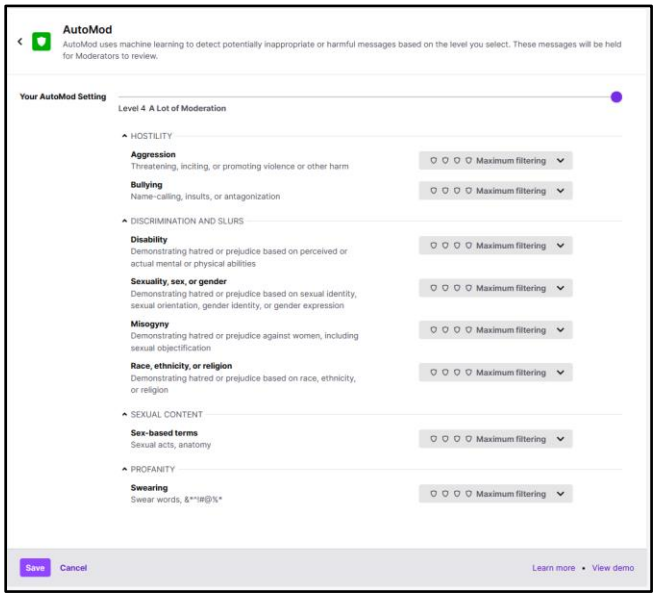
Continued under “Security and Privacy,” under the “Privacy” tab, you can adjust your settings to your preference. If you’re a streamer, it is likely most of these are enabled so you can interact with your community. However, if you're just a viewer, it is recommended you turn these settings on.

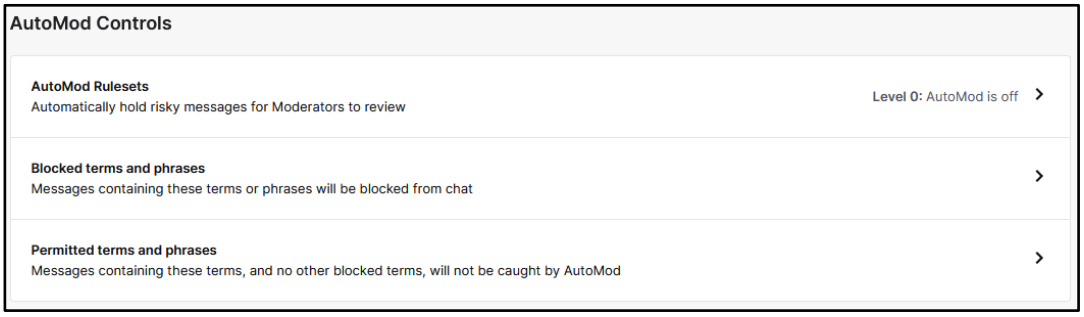
Moderation

If you are a Streamer, navigate to the “Moderation” tab. Here you can turn on “Auto Mod,” which will help regulate what people in your channel are allowed to type. It is recommended that you turn on the “Maximum” filter. You can also add permitted terms and phrases that you may want block, that “Auto Mod” may not catch.





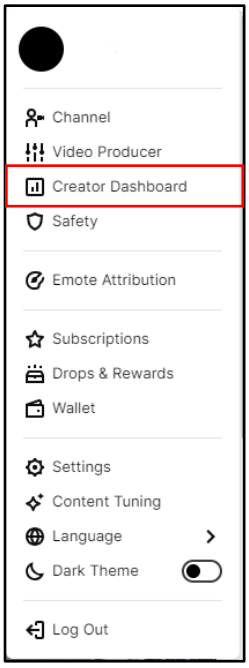

AutoMod
AutoMod uses machine learning to detect potentially inappropriate or harmful messages based on the level you select. These messages will be held for Moderators to review.
Your AutoMod Setting
Level 4 A Lot of Moderation
HOSTILITY
Aggression
Threatening, inciting, or promoting violence or other harm
Bullying
Name-calling, insults, or antagonization
DISCRIMINATION AND SLURS
Disability
Demonstrating hatred or prejudice based on perceived or actual mental or physical abilities
Sexuality, sex, or gender
Demonstrating hatred or prejudice based on sexual identity, sexual orientation, gender identity, or gender expression
Misogyny
Demonstrating hatred or prejudice against women, including sexual objectification
Race, ethnicity, or religion
Demonstrating hatred or prejudice based on race, ethnicity, or religion
SEXUAL CONTENT
Sex-based terms
Sexual acts, anatomy
PROFANITY
Swearing
Swear words, &**!#@%*
Maximum filtering
Save
Cancel
Learn more
View demo

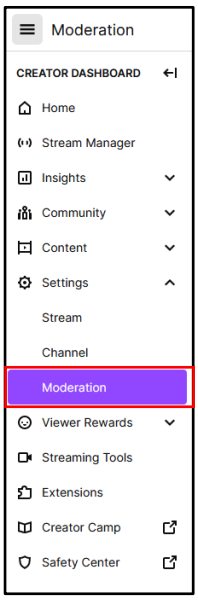

AutoMod Controls
AutoMod Rulesets
Automatically hold risky messages for Moderators to review
Level 0: AutoMod is off
Blocked terms and phrases
Messages containing these terms or phrases will be blocked from chat
Permitted terms and phrases
Messages containing these terms, and no other blocked terms, will not be caught by AutoMod

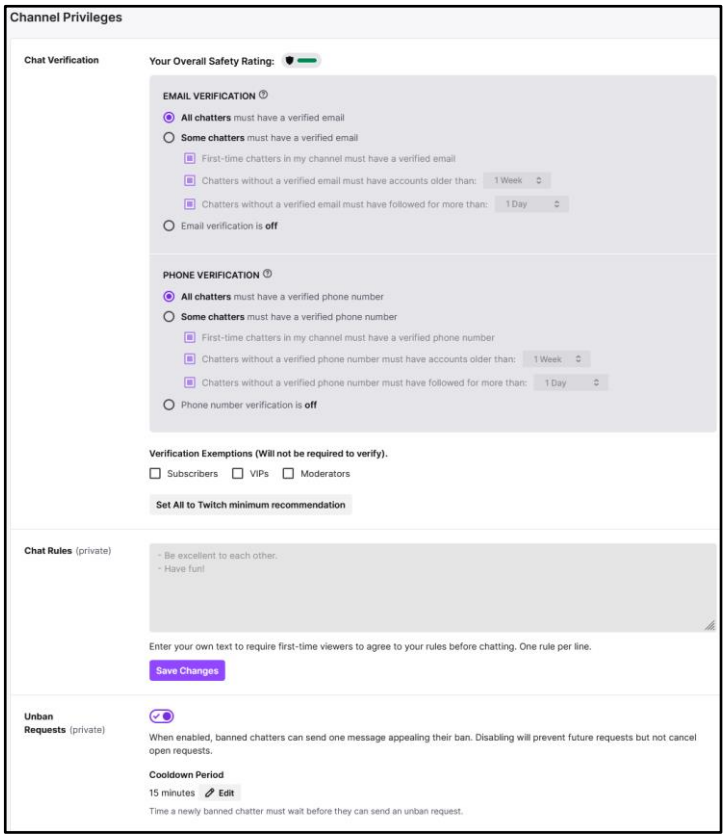
TWITCH

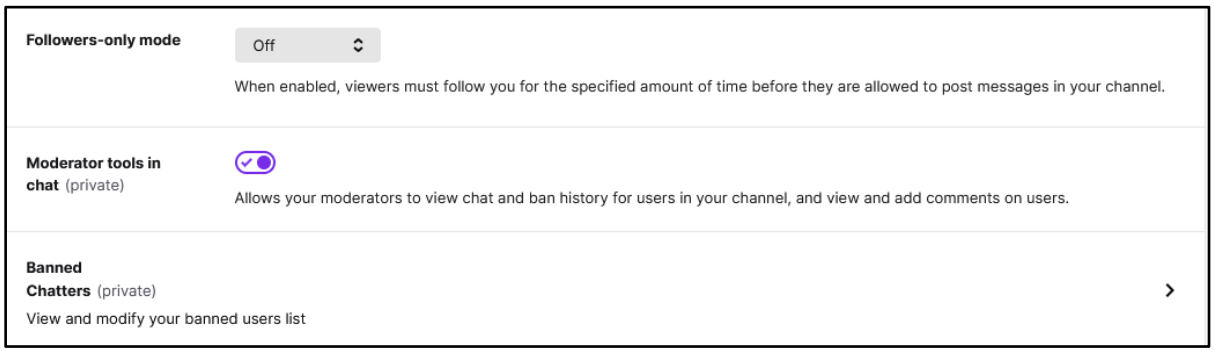
Channel Privileges

If you keep scrolling down in “Moderation,” you will reach the “Channel Privileges” section. Here you can change your settings as needed. It is recommended that you enable “Email and Phone Verification” for all chatters in your stream. Underneath you can make your own personal rules with “Chat Rules.” When someone enters your chat for the first time, they will see whatever you type here. You can also see what “Chatters” have been banned in your channel.






Channel Privileges
Chat Verification
Your Overall Safety Rating:
EMAIL VERIFICATION
All chatters must have a verified email
Some chatters must have a verified email
First-time chatters in my channel must have a verified email
Chatters without a verified email must have accounts older than: 1 Week
Chatters without a verified email must have followed for more than: 1 Day
Email verification is off
PHONE VERIFICATION
All chatters must have a verified phone number
Some chatters must have a verified phone number
First-time chatters in my channel must have a verified phone number
Chatters without a verified phone number must have accounts older than: 1 Week
Chatters without a verified phone number must have followed for more than: 1 Day
Phone number verification is off
Verification Exemptions (Will not be required to verify).
Subscribers
VIPs
Moderators
Set All to Twitch minimum recommendation
Chat Rules (private)
- Be excellent to each other.
- Have fun!
Enter your own text to require first-time viewers to agree to your rules before chatting. One rule per line.
Save Changes
Unban Requests (private)
When enabled, banned chatters can send one message appealing their ban. Disabling will prevent future requests but not cancel open requests.
Cooldown Period
15 minutes
Edit
Time a newly banned chatter must wait before they can send an unban request.


Followers-only mode
Off
When enabled, viewers must follow you for the specified amount of time before they are allowed to post messages in your channel.
Moderator tools in chat (private)
Allows your moderators to view chat and ban history for users in your channel, and view and add comments on users.
Banned Chatters (private)
View and modify your banned users list

It is important to make sure your settings on Twitch are set to the level of security that makes you comfortable. Viewers in your chat are able to do as much as you allow them to, so ensuring your settings are matching what you expect is necessary.

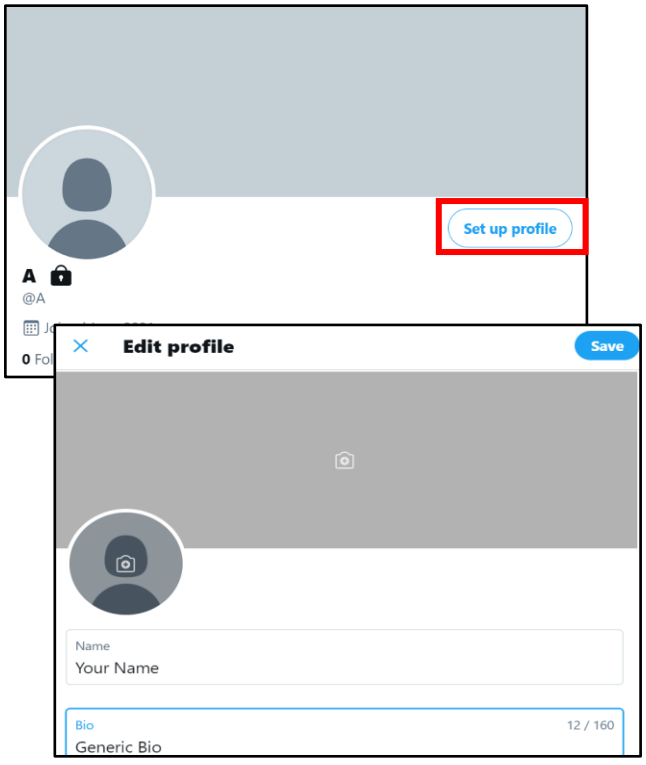
X (TWITTER)

- **Do** be careful when using #hashtags in posts as it allows users to index and associate your posts with a particular topic.
- **Do** use caution when posting images and videos of any kind. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** use a picture of something other than yourself for your profile photo. Profile photos are viewable to the public.
- **Do** ensure that family members take similar precautions with their accounts.
- **Don't** provide any identifiable information (e.g., name, hobbies, job title, etc.) on your profile or in your posts.
- **Don't** link your X account to any third-party applications such as Facebook, LinkedIn, or fitness apps.
- **Don't** allow X to access your location. Disable location services when posting images on whichever device you are using whether it be iOS, Android, or when uploading from your computer.
- **Don't** allow people you do not know in real life to follow you. Only maintain connections with people and pages you know and trust.

Your Profile

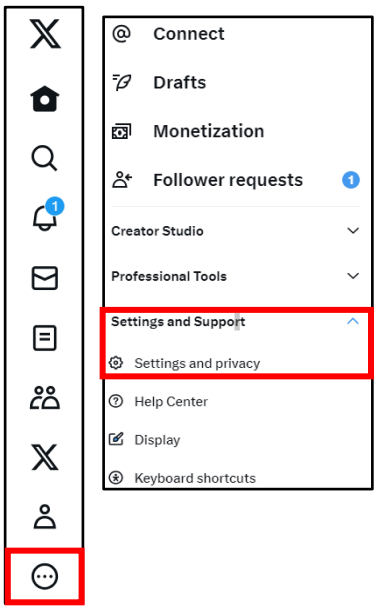
Let's start by locking down your account on your PC (web-based version) by first checking out what your "Profile" says about you. Click the "Profile" icon at the lower left of the screen - this is likely your profile picture. Click "Edit Profile" or "Set up Profile" as shown to the right.

Notice the "Profile Image" and "Header Image" sections. It is recommended you do not use photos of yourself for your profile and header photos. These are viewable to the public and present an unnecessary vulnerability.



Below the "Profile Image" section are the "Name," "Bio," "Location," "Website," and "Birthday" sections. Filling these in is not required, and it is recommended that you leave them blank or use generic information. Even if you use inaccurate location data, it is possible for someone to tie the data back to you by using data aggregator sites. Personally Identifiable Information (PII) is often used as a means to gain access to certain accounts (banks, credit cards, school etc.). Just providing your (correct) birthday could help someone steal your identity. Changing your birthday, even by just one day, during registration provides additional protection against identity theft.

X (TWITTER)



Settings and Privacy

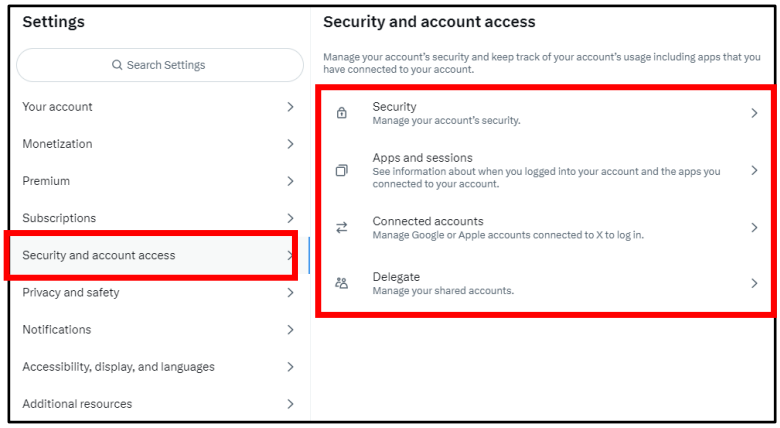
Now, let's move on to the "Settings and Privacy" tab under the "More" section on the same menu at the left-hand side of your screen.

Getting to the "Settings and Privacy" section on your smartphone varies slightly from the computer-based version. These settings need to be updated separately as X is programmed differently on each version. Settings may not automatically transfer between your devices.

From here, you will see your setting options and can review your account information, security, privacy and safety, notifications, etc.

Security and Account Access

Next, go to "Security and Account Access." Here it is recommended you activate "Two-factor authentication" and "Additional password protection" under the "Security" tab. You can also see the apps connected to your account, what accounts you use to login into X with, and manage any shared accounts you may have.


Settings
Search Settings
Your account
Monetization
Premium
Subscriptions
Security and account access
Privacy and safety
Notifications
Accessibility, display, and languages
Additional resources
Security and account access
Manage your account's security and keep track of your account's usage including apps that you have connected to your account.
Security
Manage your account's security.
Apps and sessions
See information about when you logged into your account and the apps you connected to your account.
Connected accounts
Manage Google or Apple accounts connected to X to log in.
Delegate
Manage your shared accounts.

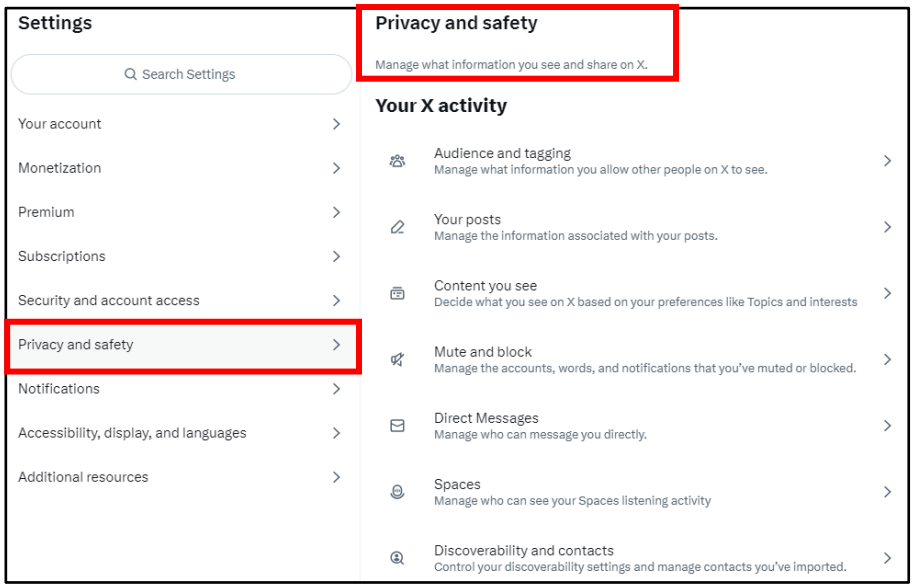
Security
Manage your account's security.
Two-factor authentication
Help protect your account from unauthorized access by requiring a second authentication method in addition to your Twitter password. You can choose a text message, authentication app, or security key. Learn more
Two-factor authentication
Additional password protection
Enabling this setting adds extra security to your account by requiring additional information to reset your password. If enabled, you must provide either the phone number or email address associated with your account in order to reset your password.
Password reset protect

Changing an account's password does not automatically log the account out of X for iOS or X for Android applications. In order to log out of the account on these apps, sign in online and visit "Apps" in your settings. From there you can revoke access for the application, and the next time the app is launched a prompt will request that the new password be entered.

X (TWITTER)

Privacy and Safety Settings - Your X Activity

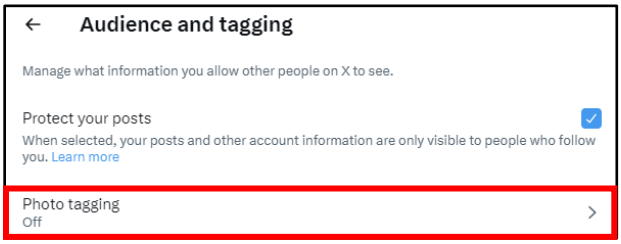
Next, go back to the left column, under “Settings” select “Privacy and safety” (see below).


Settings
Search Settings
Your account
Monetization
Premium
Subscriptions
Security and account access
Privacy and safety
Notifications
Accessibility, display, and languages
Additional resources
Privacy and safety
Manage what information you see and share on X.
Your X activity
Audience and tagging
Manage what information you allow other people on X to see.
Your posts
Manage the information associated with your posts.
Content you see
Decide what you see on X based on your preferences like Topics and interests
Mute and block
Manage the accounts, words, and notifications that you've muted or blocked.
Direct Messages
Manage who can message you directly.
Spaces
Manage who can see your Spaces listening activity
Discoverability and contacts
Control your discoverability settings and manage contacts you've imported.

Audience and Tagging

First, in the “Your X activity” section, go to “Audience and tagging.” Check the box to “Protect your posts” – this makes your account private.

Here you can turn off “Photo tagging” options or ensure only people you follow can tag you.


Audience and tagging
Manage what information you allow other people on X to see.
Protect your posts
When selected, your posts and other account information are only visible to people who follow you. Learn more
Photo tagging
Off

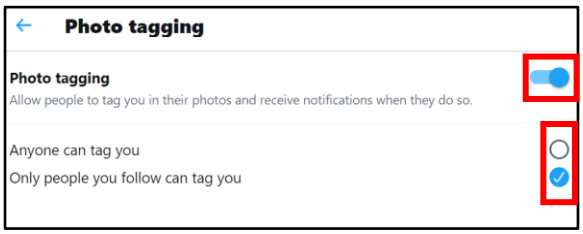
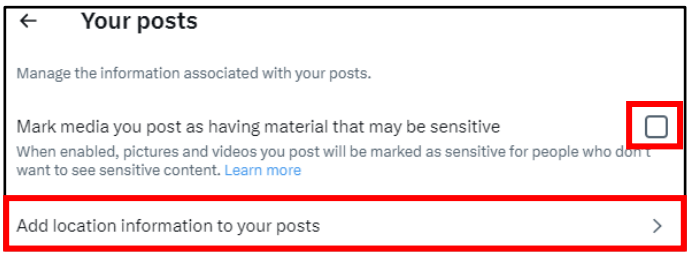
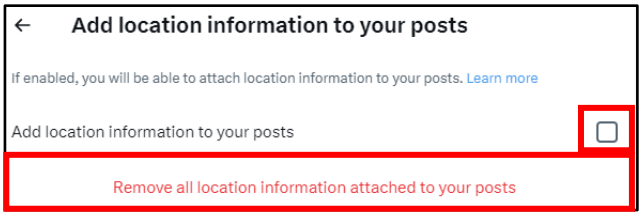


Photo tagging
Photo tagging
Allow people to tag you in their photos and receive notifications when they do so.
Anyone can tag you
Only people you follow can tag you


Your posts
Manage the information associated with your posts.
Mark media you post as having material that may be sensitive
When enabled, pictures and videos you post will be marked as sensitive for people who don't want to see sensitive content. Learn more
Add location information to your posts


Add location information to your posts
If enabled, you will be able to attach location information to your posts. Learn more
Add location information to your posts
Remove all location information attached to your posts

Location Information

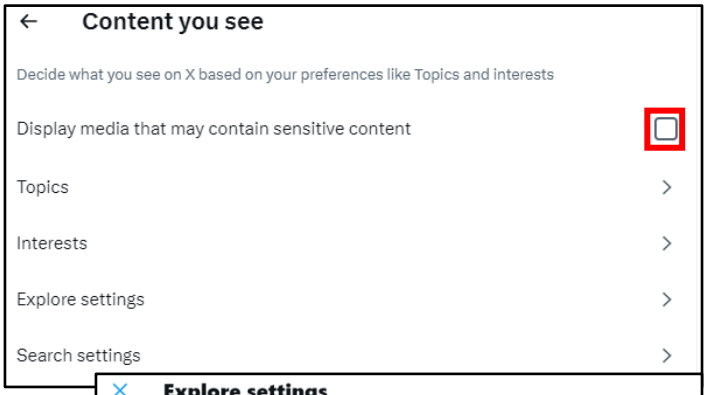
Next, go to the “Your Posts” section. Here you can mark your posts as “sensitive,” which will prevent those who you do not want to see that type of content from viewing your posts.

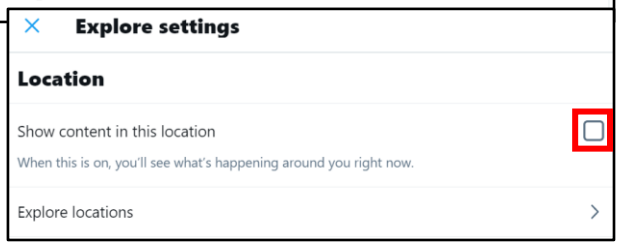
It is also important to remove location data from your post. Make sure the box is unchecked in the “Add location information to your Posts.”

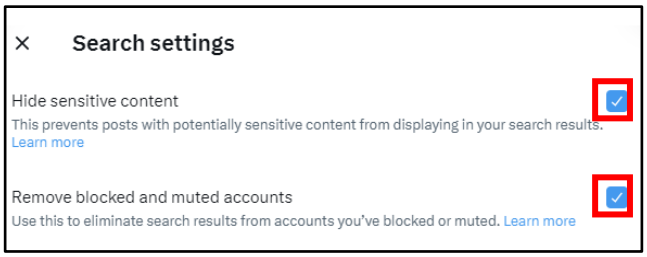
X (TWITTER)

Content You See

These next settings help control the content you see. This menu is especially helpful if you are locking down a child's account. This section also has a location setting in "Explore settings" that uses your location to show you content happening near you. It is best to leave this unchecked. You'll also want to ensure "Search settings" are hiding sensitive content and blocked/muted accounts from view.

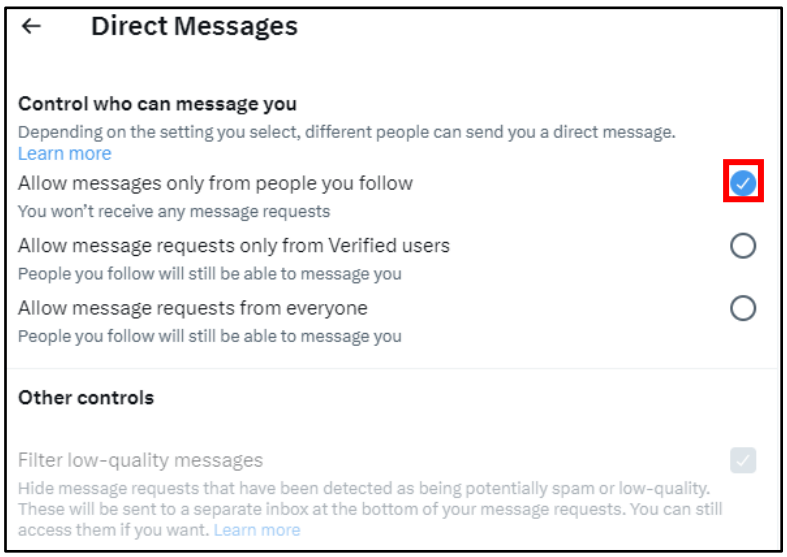

Content you see
Decide what you see on X based on your preferences like Topics and interests
Display media that may contain sensitive content
Topics
Interests
Explore settings
Search settings


Explore settings
Location
Show content in this location
When this is on, you'll see what's happening around you right now.
Explore locations


Search settings
Hide sensitive content
This prevents posts with potentially sensitive content from displaying in your search results.
Learn more
Remove blocked and muted accounts
Use this to eliminate search results from accounts you've blocked or muted. Learn more

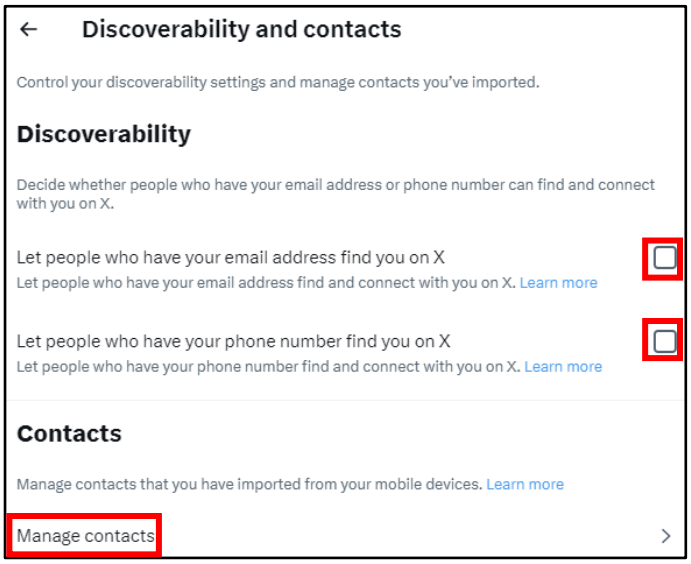
Direct Messages

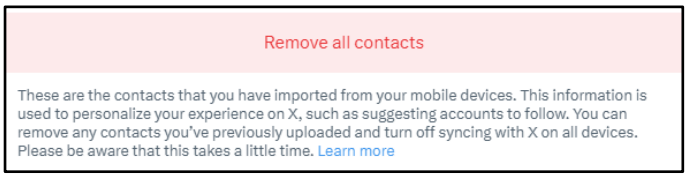
Another setting to consider is how you're contacted on X. Go to the "Direct Messages" section. Uncheck the first box in this section in order to limit incoming messages from people you do not know. You can also check the "Filter low-quality messages" box which hides messages that are flagged as potential spam.


Direct Messages
Control who can message you
Depending on the setting you select, different people can send you a direct message.
Learn more
Allow messages only from people you follow
You won't receive any message requests
Allow message requests only from Verified users
People you follow will still be able to message you
Allow message requests from everyone
People you follow will still be able to message you
Other controls
Filter low-quality messages
Hide message requests that have been detected as being potentially spam or low-quality. These will be sent to a separate inbox at the bottom of your message requests. You can still access them if you want. Learn more

Hashtags (#) are used to index key words and topics on X. Think of them as the topic of your "post." Understand that if your account is public, and you use a hashtag on a post, anyone who does a search on that hashtag may find your post. When you add a hashtag to a post, X adds the message to the hashtag group to allow more users see your post.

X (TWITTER)


Discoverability and contacts
Control your discoverability settings and manage contacts you've imported.
Discoverability
Decide whether people who have your email address or phone number can find and connect with you on X.
Let people who have your email address find you on X
Let people who have your email address find and connect with you on X. Learn more
Let people who have your phone number find you on X
Let people who have your phone number find and connect with you on X. Learn more
Contacts
Manage contacts that you have imported from your mobile devices. Learn more
Manage contacts


Remove all contacts
These are the contacts that you have imported from your mobile devices. This information is used to personalize your experience on X, such as suggesting accounts to follow. You can remove any contacts you've previously uploaded and turn off syncing with X on all devices. Please be aware that this takes a little time. Learn more

Discoverability and Contacts

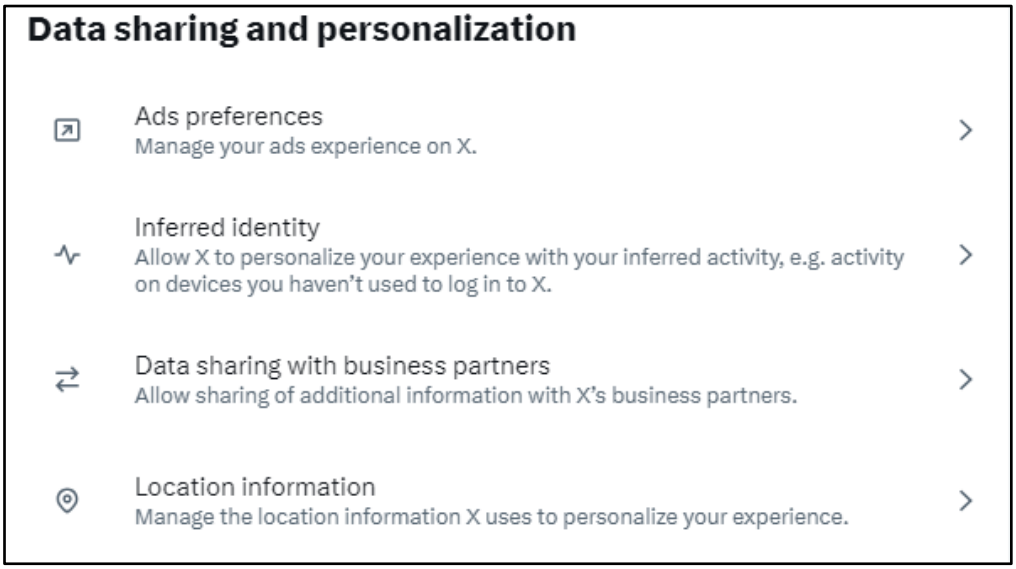
In the "Discoverability and contacts" section, ensure both boxes under "Discoverability" are unchecked. It is best to maintain as much control as possible over who is connecting with you.

In the "Contacts" section, you can review and remove any contacts X has collected. It is recommended that you not synchronize any of your accounts together or include any email accounts with contact information in them. Synchronizing your email accounts allows X to do more than just upload your contacts - X uses the information to learn more about you and your contacts.

"Remove all contacts," if there are any in this section, and remember to keep your identifying information off your own X account, in case your contacts try to import your data to any of their accounts.

Privacy and Safety – Data Sharing and personalization

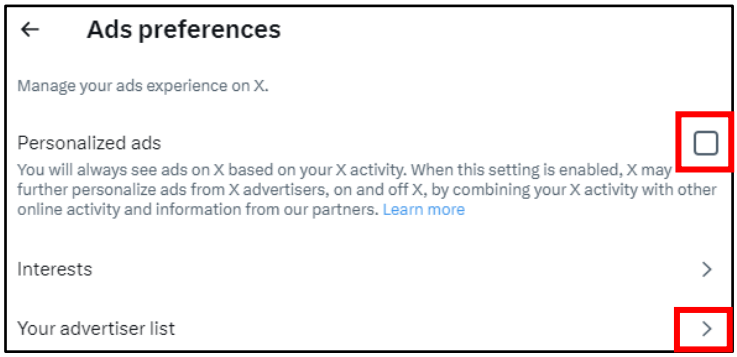
Now, go back to the "Privacy and safety" menu and scroll down. Here, you'll see "Data Sharing and personalization." This is where you can manage ad preferences and other location or data-based information from being used by the application.

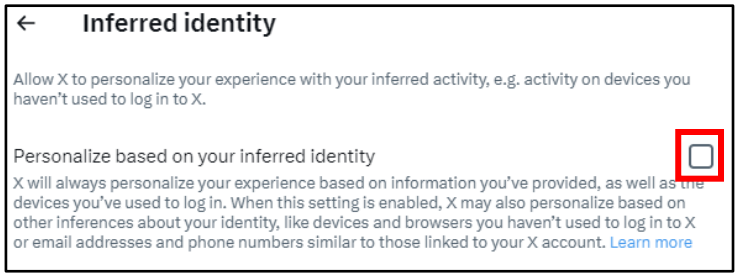

Data sharing and personalization
Ads preferences
Manage your ads experience on X.
Inferred identity
Allow X to personalize your experience with your inferred activity, e.g. activity on devices you haven't used to log in to X.
Data sharing with business partners
Allow sharing of additional information with X's business partners.
Location information
Manage the location information X uses to personalize your experience.

X (TWITTER)

Ad Preferences

In the “Ad Preferences” section, make sure you have unchecked the “Personalized ads” box. You can also see the interests X has mapped to you. Lastly, you can see if you are part of a tailored audience in the “Your advertiser lists.” Tailored audiences are often built from email lists or browsing behaviors. They help advertisers reach prospective customers or people who have already expressed interest in their business.


Ads preferences
Manage your ads experience on X.
Personalized ads
You will always see ads on X based on your X activity. When this setting is enabled, X may further personalize ads from X advertisers, on and off X, by combining your X activity with other online activity and information from our partners. Learn more
Interests
Your advertiser list


Inferred identity
Allow X to personalize your experience with your inferred activity, e.g. activity on devices you haven't used to log in to X.
Personalize based on your inferred identity
X will always personalize your experience based on information you've provided, as well as the devices you've used to log in. When this setting is enabled, X may also personalize based on other inferences about your identity, like devices and browsers you haven't used to log in to X or email addresses and phone numbers similar to those linked to your X account. Learn more

Inferred Identity

It is also recommended to deny X the ability to track your visits to other websites and your browser history, as well as turning off the personalization feature.

Data Sharing with Business Partners

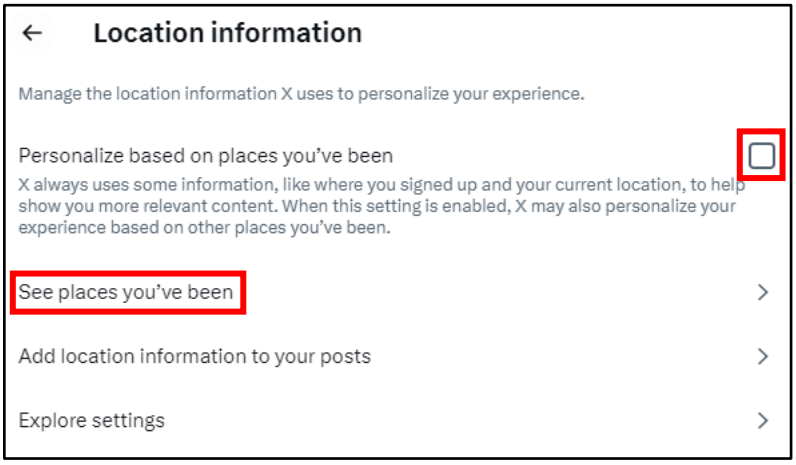
X always shares information with business partners. It is recommended you leave, or ensure this setting is unchecked as well.

Data sharing with business partners
Allow sharing of additional information with X's business partners.
Allow additional information sharing with business partners
X always shares information with business partners as a way to run and improve its products. When enabled, this allows X to share additional information with those partners to help support running X's business, including making X's marketing activities on other sites and apps more relevant for you. Learn more

Location Information

Lastly, you can see (and clear) places you’ve been and turn off in-app preferences based on past locations.

Other location settings from the previous “Personalization” section are also listed here for you to review and edit as needed.


Location information
Manage the location information X uses to personalize your experience.
Personalize based on places you've been
X always uses some information, like where you signed up and your current location, to help show you more relevant content. When this setting is enabled, X may also personalize your experience based on other places you've been.
See places you've been
Add location information to your posts
Explore settings

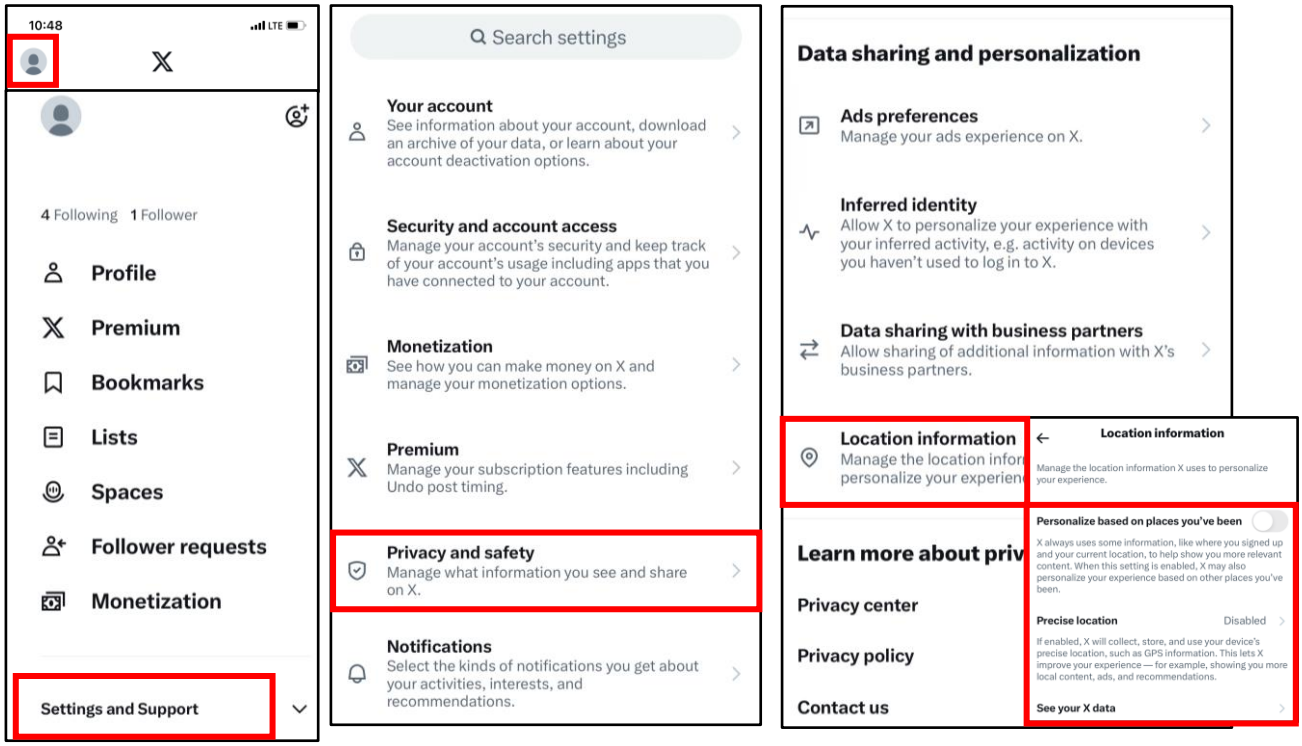
X (TWITTER)

Settings and Privacy

Getting to the “Settings” section on your smartphone is slightly different than the computer-based version. If you frequently access X on your mobile device, you will want to ensure all the previously discussed procedures are completed. Additionally, you will want to accomplish the one lockdown feature that is ONLY available on your smart device – the “Precise Location” feature.

It is important to turn this feature off because it allows X access to your location for advertisements and photo geo-tagging.

Set your “Location” to “Off ” on ALL devices.


10:48
4 Following 1 Follower
Profile
Premium
Bookmarks
Lists
Spaces
Follower requests
Monetization
Settings and Support
Search settings
Your account
See information about your account, download an archive of your data, or learn about your account deactivation options.
Security and account access
Manage your account's security and keep track of your account's usage including apps that you have connected to your account.
Monetization
See how you can make money on X and manage your monetization options.
Premium
Manage your subscription features including Undo post timing.
Privacy and safety
Manage what information you see and share on X.
Notifications
Select the kinds of notifications you get about your activities, interests, and recommendations.
Data sharing and personalization
Ads preferences
Manage your ads experience on X.
Inferred identity
Allow X to personalize your experience with your inferred activity, e.g. activity on devices you haven't used to log in to X.
Data sharing with business partners
Allow sharing of additional information with X's business partners.
Location information
Learn more about priv
Privacy center
Privacy policy
Contact us
Location information
Personalize based on places you've been
Precise location
Disabled
See your X data

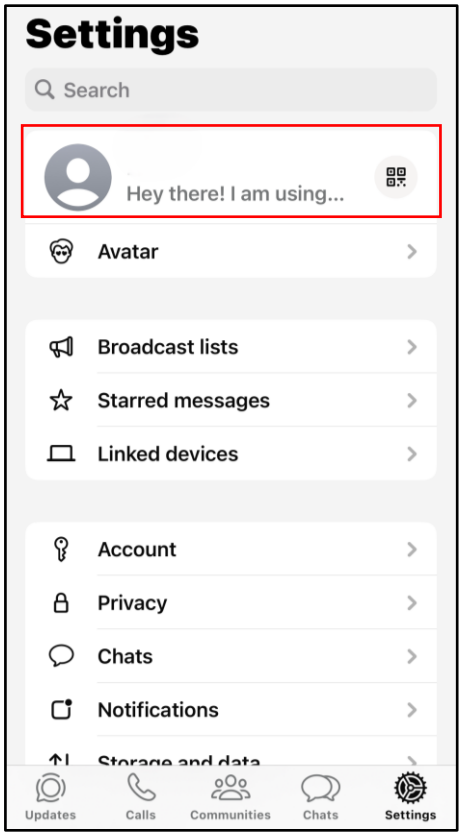
iPhone users: select the “Profile” icon at the top left of the screen, then select “Settings and Privacy” at the bottom of the menu. Next, select “Privacy and Safety,” scroll all the way down to “Location Information,” and “Precise Location” to ensure it is disabled. See images above.

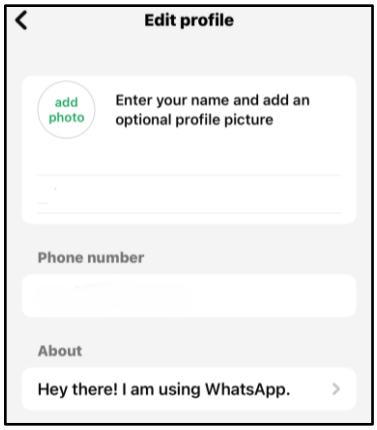
Android users: getting to the “Settings and Privacy” section is similar to the computer-based version. Once you are in the “Settings and Privacy” link, select “Privacy and Safety” then scroll down to the bottom of the page and select “Precise Location.” It is recommended that you turn this function to “disable” and then select “done.” Images not provided, but similar to iPhone.

If you still need help or have questions, you can contact X using their Support handle @Support.

WHATSAPP

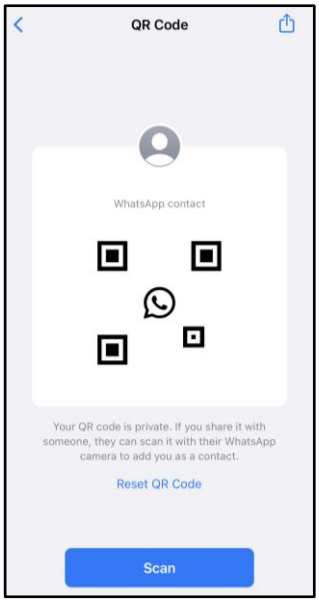
- **Do** set up privacy and security settings on WhatsApp and help your family do the same.
- **Do** remember there are privacy concerns when using your name and birthdate when registering for free services, such as apps and social media.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.
- **Don't** send anything compromising over any social media or Internet-based tool/application.
- **Don't** establish connections with people you do not know. Understand that people are not always who they say they are online.
- **Don't** register or log in using third party sites (e.g., using Google to log-in to Twitter, etc.) or otherwise link third party sites together. These sites may aggregate and misuse your personal information and data.





Your Profile

If you click on your name, it will bring you to your Profile. Here you can edit your name, photo, and "About" information. It also shows the phone number registered to your account.


QR Code
WhatsApp contact
Your QR code is private. If you share it with someone, they can scan it with their WhatsApp camera to add you as a contact.
Reset QR Code
Scan

QR Code

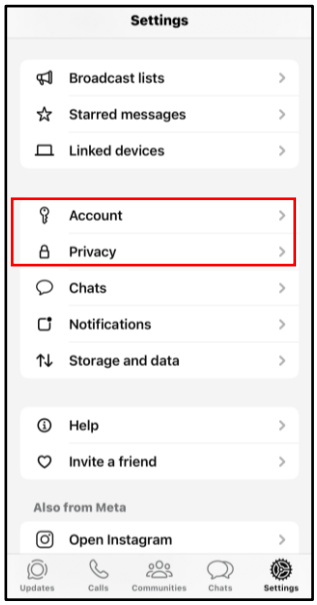
Separately, if you click on the QR code to the right of your name, the screen to the left will appear. It is the QR code associated with your account and can be used to add Contacts. It is recommended you only give your QR code to people you know and trust.

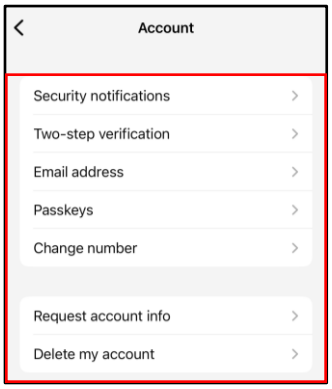
WhatsApp has built in end-to-end encryption; meaning that your messages, photos, videos, voice messages, documents, and calls are encrypted during transmission so that only you and the person you're communicating with can read or listen to what was sent.

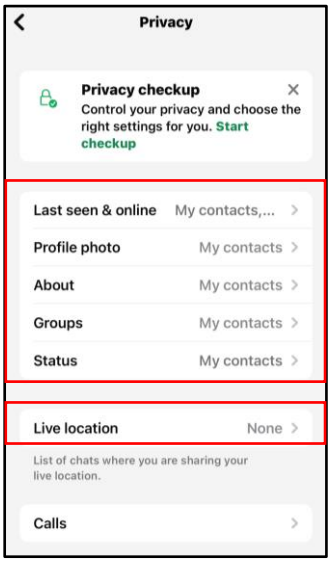
WHATSAPP

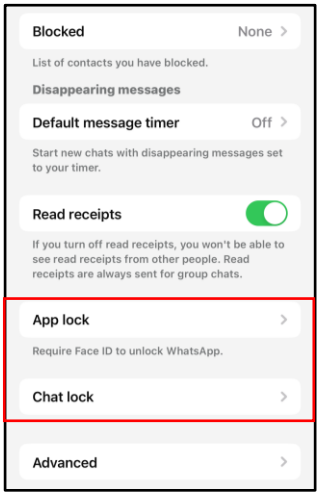
Privacy

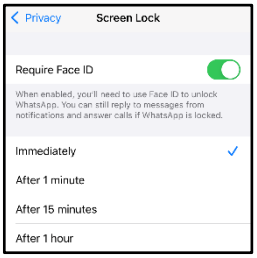
Under “Settings” go to “Account” and “Privacy.” Once here, you can go through the settings to change who is able to view things like your “Status,” “Profile Photo,” “About,” and “Last Seen” online. It is recommended to set it to “My Contacts.” There is also an option for “Nobody” and “Everyone.” Ensure that your “Live Location” is turned off and that your “Screen Lock” is enabled. “Screen lock” will make it so you’ll need your Face ID to open WhatsApp. However, you will still be able to reply to messages from notifications and answer calls.





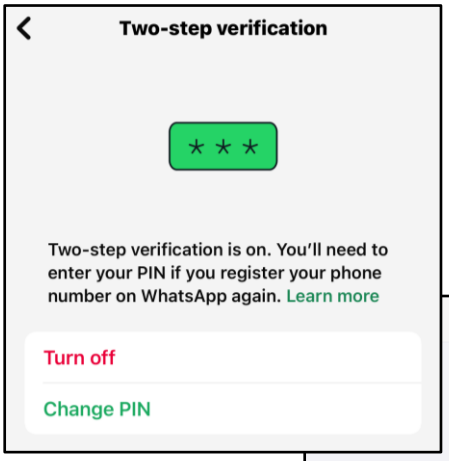

Privacy
Privacy checkup
Control your privacy and choose the right settings for you. Start checkup
Last seen & online My contacts,...
Profile photo My contacts
About My contacts
Groups My contacts
Status My contacts
Live location None
List of chats where you are sharing your live location.
Calls

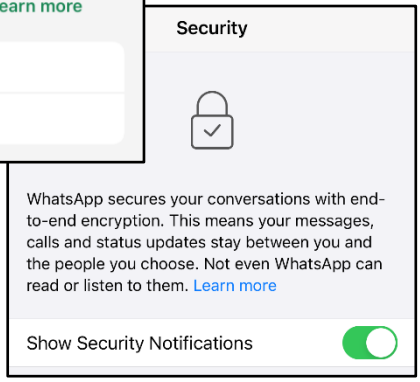

Blocked None
List of contacts you have blocked.
Disappearing messages
Default message timer Off
Start new chats with disappearing messages set to your timer.
Read receipts
If you turn off read receipts, you won't be able to see read receipts from other people. Read receipts are always sent for group chats.
App lock
Require Face ID to unlock WhatsApp.
Chat lock
Advanced


Privacy
Screen Lock
Require Face ID
When enabled, you'll need to use Face ID to unlock WhatsApp. You can still reply to messages from notifications and answer calls if WhatsApp is locked.
Immediately
After 1 minute
After 15 minutes
After 1 hour

Security & Two-Step Verification

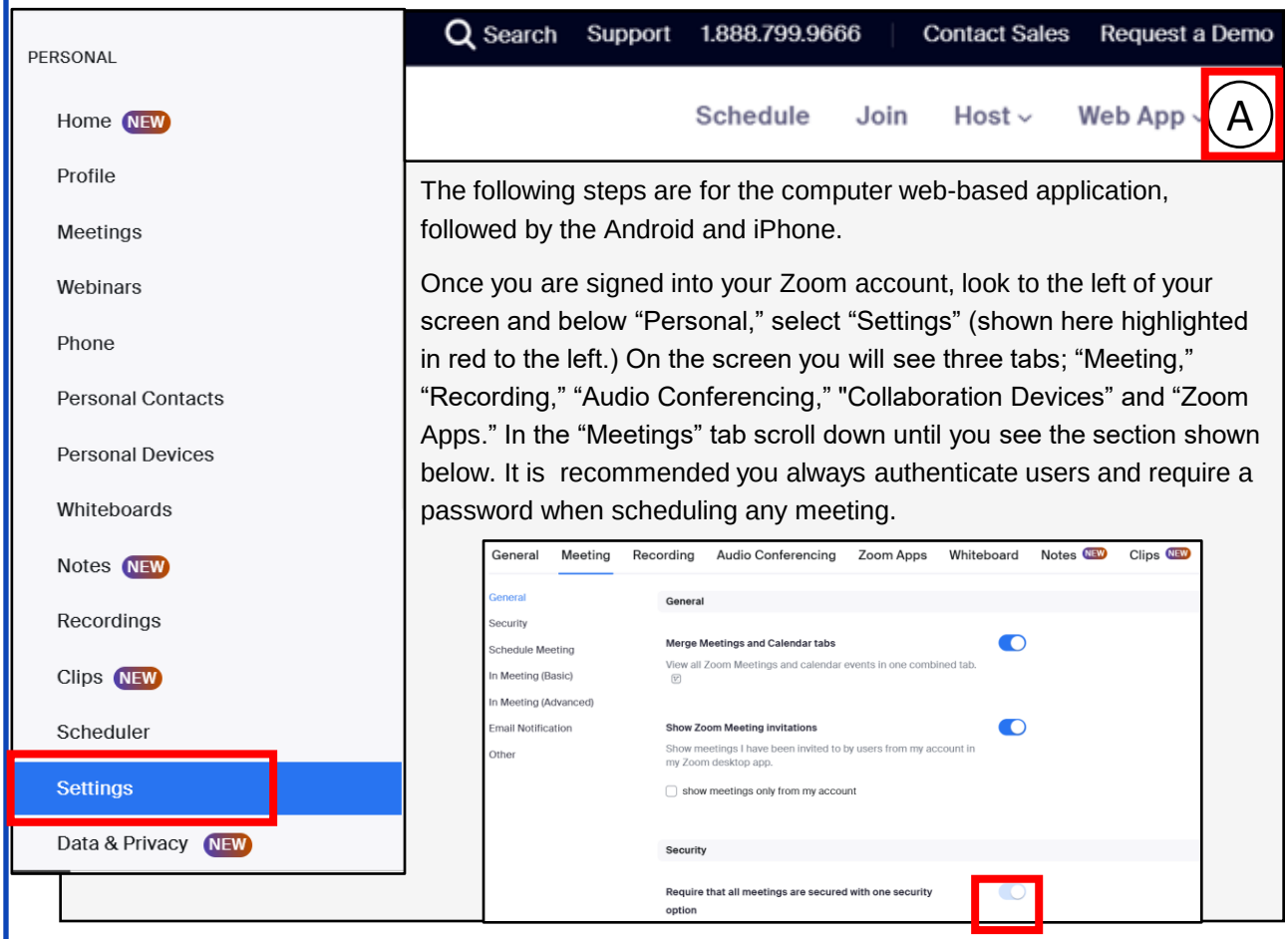
Under “Account” go to “Security.” Here you can enable “Show Security Notifications.” This will make it so you get notified when your security code changes for a contact. This security code is the QR code you give when adding a friend. They can sometimes change as people reset their code, re-install WhatsApp, or change phones. Next is “Two-Step Verification.” It is recommended you enable this to add an extra layer of security.


Two-step verification
* * *
Two-step verification is on. You'll need to enter your PIN if you register your phone number on WhatsApp again. Learn more
Turn off
Change PIN


Security
WhatsApp secures your conversations with end-to-end encryption. This means your messages, calls and status updates stay between you and the people you choose. Not even WhatsApp can read or listen to them. Learn more
Show Security Notifications

ZOOM

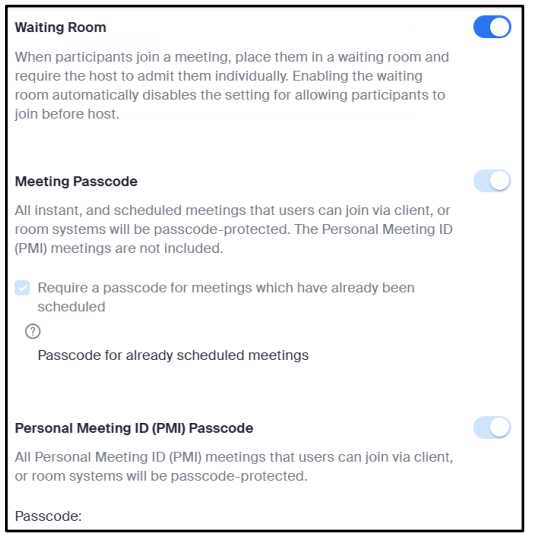
- **Do** require a password for all meetings and webinars conducted in Zoom. This will help to minimize intruders from gaining access to your conferences.
- **Do** make sure to control screen sharing capabilities within Zoom. We recommend you never give up control of your personal screen to anyone you are in a meeting with.
- **Do** have all attendees register prior to meeting on Zoom in order to dissuade Zoombombers from entering your meetings.
- **Do** discuss potential security and privacy concerns with your participants or company prior to using Zoom.
- **Do** review updated security notes posted by Zoom.
- **Don't** use video call if it is not required. When possible, it is recommended to refrain from using video conferencing in Zoom. Instead, simply dial into meetings, which limits the information you are required to provide.
- **Don't** allow participants to share their screen during any of your meetings.
- **Don't** forget to lock your meeting once you have confirmed all known participants have entered your meeting domain. Doing so will prevent intruders from gaining access during your meeting.

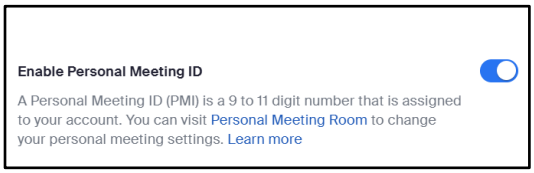


The following steps are for the computer web-based application, followed by the Android and iPhone.

Once you are signed into your Zoom account, look to the left of your screen and below "Personal," select "Settings" (shown here highlighted in red to the left.) On the screen you will see three tabs; "Meeting," "Recording," "Audio Conferencing," "Collaboration Devices" and "Zoom Apps." In the "Meetings" tab scroll down until you see the section shown below. It is recommended you always authenticate users and require a password when scheduling any meeting.

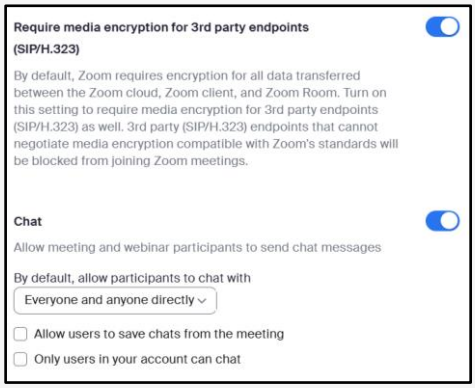
ZOOM

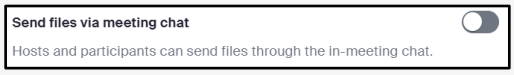

Waiting Room
When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.
Meeting Passcode
All instant, and scheduled meetings that users can join via client, or room systems will be passcode-protected. The Personal Meeting ID (PMI) meetings are not included.
Require a passcode for meetings which have already been scheduled
Passcode for already scheduled meetings
Personal Meeting ID (PMI) Passcode
All Personal Meeting ID (PMI) meetings that users can join via client, or room systems will be passcode-protected.
Passcode:

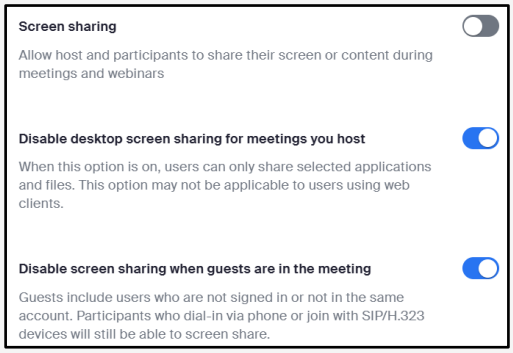

Enable Personal Meeting ID
A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit Personal Meeting Room to change your personal meeting settings. Learn more

In response to criticisms of weak security and privacy, Zoom has modified passcode options. Zoom has pre-selected and locked user ability to toggle "Off" passcode options, thus making it more secure for users. We recommend you still verify these options are toggled "On," as shown to the left. The last portion, "Only authenticated users can join meetings from Web client" allows users the option to toggle "On" or "Off." We recommend you keep it toggled "On."

To the left you will see a continuation of the password requirements and recommendations located in "Meeting." We recommend you require meeting attendees to input the provided password and ***not*** to embed the password into the meeting link. We also recommend you use a "Pre-meeting Password" and not your "Personal Meeting ID."


Require media encryption for 3rd party endpoints (SIP/H.323)
By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require media encryption for 3rd party endpoints (SIP/H.323) as well. 3rd party (SIP/H.323) endpoints that cannot negotiate media encryption compatible with Zoom's standards will be blocked from joining Zoom meetings.
Chat
Allow meeting and webinar participants to send chat messages
By default, allow participants to chat with
Everyone and anyone directly
Allow users to save chats from the meeting
Only users in your account can chat

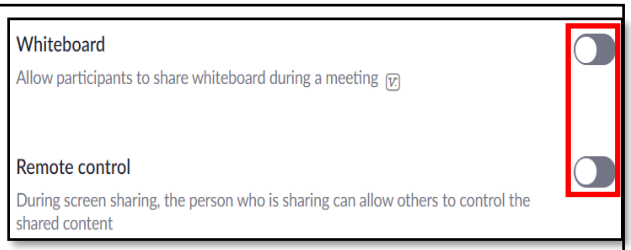


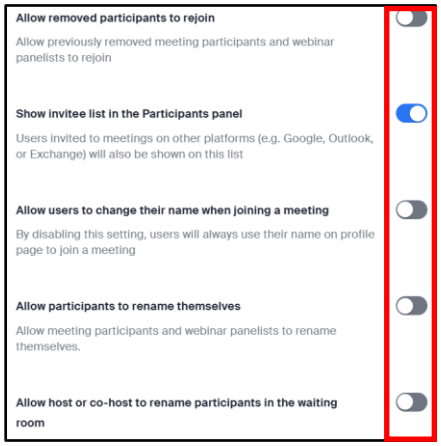

Screen sharing
Allow host and participants to share their screen or content during meetings and webinars
Disable desktop screen sharing for meetings you host
When this option is on, users can only share selected applications and files. This option may not be applicable to users using web clients.
Disable screen sharing when guests are in the meeting
Guests include users who are not signed in or not in the same account. Participants who dial-in via phone or join with SIP/H.323 devices will still be able to screen share.

Also, we recommend you use end-to-end encryption whenever possible when using any device that holds your personal information, Zoom is no different.
Note: Zoom's encryption capabilities have been called into question on several occasions. Therefore, we recommend you watch what is documented on Zoom when in a meeting, as the meeting host's encryption may not keep your information secure. While using chat features on Zoom, we recommend you not allow other attendees to save chats. In order to do this, scroll down until you see "Chat" (shown here to the left.) All configurations to the left are recommended for the "Chat" section.
Scrolling past "Chat" you will find "File transfer" next in your "Meeting" tab. Due to Zoom's lack of acceptable encryption and recent security issues, we recommend you not send files of any kind on Zoom. Next, scroll down to "Screen sharing." We recommend you not allow the ability to screen share when in a meeting on Zoom. If you must allow screen sharing, we recommend that users control who can share screens and who can take control of those screens.

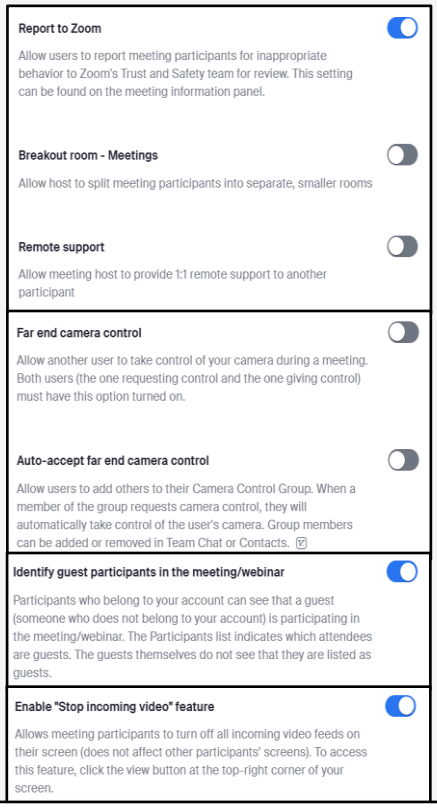
ZOOM

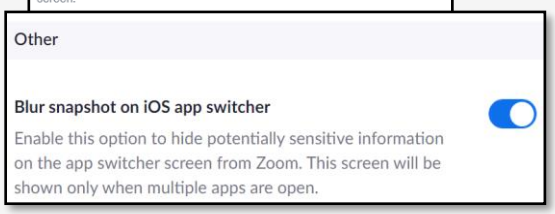
As you continue to scroll down, we recommend you disable the sections “Whiteboard” and “Remote control” (highlighted here in red). It is never recommended that Users give up control of their own computer to any other individual, whether it is a personal computer or company computer.


Whiteboard
Allow participants to share whiteboard during a meeting
Remote control
During screen sharing, the person who is sharing can allow others to control the shared content


Allow removed participants to rejoin
Allow previously removed meeting participants and webinar panelists to rejoin
Show invitee list in the Participants panel
Users invited to meetings on other platforms (e.g. Google, Outlook, or Exchange) will also be shown on this list
Allow users to change their name when joining a meeting
By disabling this setting, users will always use their name on profile page to join a meeting
Allow participants to rename themselves
Allow meeting participants and webinar panelists to rename themselves.
Allow host or co-host to rename participants in the waiting room

There is a feature that allows participants to rejoin a meeting if they have been previously removed. It is important you turn this function to “off” in order to prevent users that might hack into your meetings, to continue to rejoin after you have identified and removed them. In order to do so simply scroll down past “Remote Control” and find “Allow removed participants to rejoin” and toggle it to “off.” It is also a good idea to not allow individuals to rename themselves in order to prevent any confusion from other participants.


Report to Zoom
Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel.
Breakout room - Meetings
Allow host to split meeting participants into separate, smaller rooms
Remote support
Allow meeting host to provide 1:1 remote support to another participant
Far end camera control
Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.
Auto-accept far end camera control
Allow users to add others to their Camera Control Group. When a member of the group requests camera control, they will automatically take control of the user's camera. Group members can be added or removed in Team Chat or Contacts.
Identify guest participants in the meeting/webinar
Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.
Enable "Stop incoming video" feature
Allows meeting participants to turn off all incoming video feeds on their screen (does not affect other participants' screens). To access this feature, click the view button at the top-right corner of your screen.

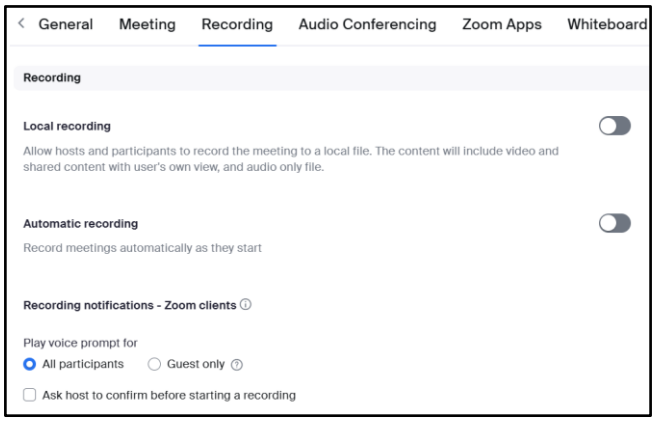

Other
Blur snapshot on iOS app switcher
Enable this option to hide potentially sensitive information on the app switcher screen from Zoom. This screen will be shown only when multiple apps are open.

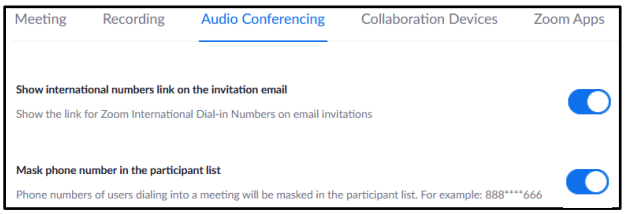
Once you have set the above recommendations, continue to scroll down until you find the “In Meetings (Advanced)” section. Here you will find a series of settings that need to be updated/checked to ensure they meet your specific security requirements. However, we recommend meeting attendees ***not*** participate in any third-party activities while on Zoom. We also recommend users ***not*** allow other users to take control of their camera while using Zoom. When setting up a meeting or webinar, it is important to ensure you are able to see “guests” who might be participating for both you and your contacts. If you scroll down, still in “In Meetings (Advanced),” you can enable the “Identify guest participants in the meeting/webinar” (shown to the left).

If you scroll all the way to the bottom of this section, you will find yet another new section on Zoom. This final section will allow you to blur any photos that are being made from users on smart devices in order to control proprietary information or other individuals who might be in attendance. If you are using Zoom for business functions it is important that you enable this function to ensure your companies privacy.

ZOOM

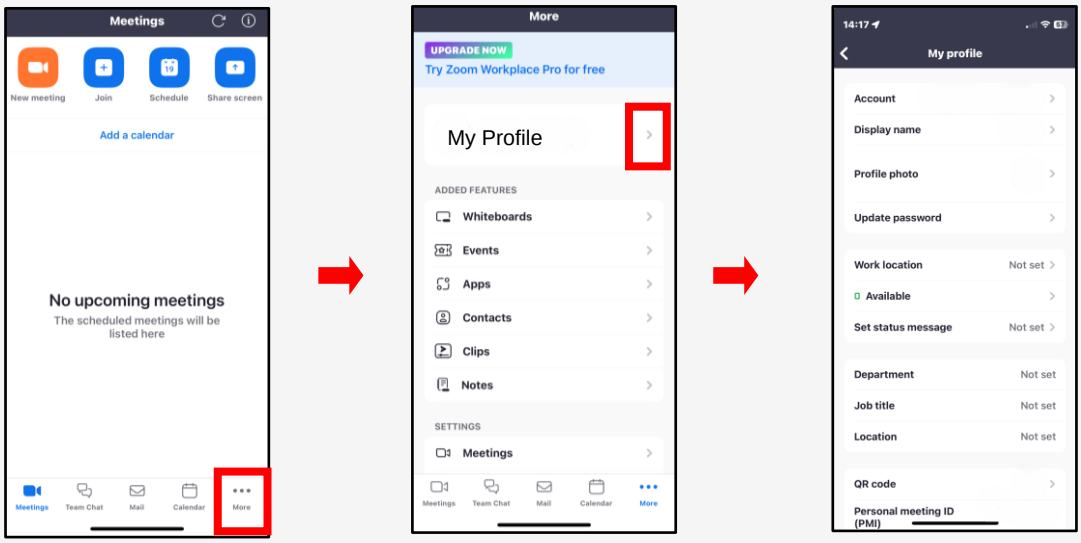
Now, scroll back to the very top of the screen and select “Recording” from the menu option (shown to the right, selected in blue). Though there are not very many selections to go through, it is still very important to review all your settings here and enable or disable any features you see fit. It is recommended you disable most, and preferably all, features located in the “Recording” section. The only exception here would be the very last feature, which is more of a personal preference than a security issue. It is recommended you ***not*** allow anyone to record your meetings.


General
Meeting
Recording
Audio Conferencing
Zoom Apps
Whiteboard
Recording
Local recording
Allow hosts and participants to record the meeting to a local file. The content will include video and shared content with user's own view, and audio only file.
Automatic recording
Record meetings automatically as they start
Recording notifications - Zoom clients
Play voice prompt for
All participants
Guest only
Ask host to confirm before starting a recording


Meeting
Recording
Audio Conferencing
Collaboration Devices
Zoom Apps
Show international numbers link on the invitation email
Show the link for Zoom International Dial-in Numbers on email invitations
Mask phone number in the participant list
Phone numbers of users dialing into a meeting will be masked in the participant list. For example: 888****666

Head back up to the menu and select “Audio Conferencing” to review the final settings here. First, it is recommended that you mask meeting attendees’ phone numbers. In order to do this, simply toggle the “Mask phone number in the participant list” to enable (shown to the left in red).

When using Zoom on your smartphone there are a few security and privacy settings that should be considered for safe use. Though it is not recommended for use on your smart phone, should you choose, there are a few settings to consider here. On both the Android and iPhone, look to the lower right of your screen and select “More” (shown below to the left in red). Next, select your name/email from the top of the screen to take you to your profile page. NOTE: iPhone Users, before selecting your name/email you can look to the lower portion of your screen to “Enable” or (recommended) “Disable” any “Siri Shortcuts” related to this application. In your “My Profiles” section, review each individual section and ensure no personal information has been provided. It is recommended you use initials for your “Display Name,” write no “Personal Notes” about yourself and not fill in any other personal information about yourself or the company you are affiliated with unless otherwise directed.



ZOOM

Do you think your account may have been compromised or hacked? Have you noticed any of the following:

- Unexpected calls or messages made or received from your account.
- Any Direct Messages sent from your account you did not initiate.
- Other account behaviors you didn't perform or approve (like following, unfollowing, blocking, etc).
- A notification from Zoom stating your account may be compromised.
- A notification from Zoom stating your account information (bio, name, etc.) has changed.
- Your password is no longer working, or you are being prompted to reset it. *If this occurs it is highly recommended you sign-in online and change your password immediately.

If you said “Yes” to any of the above, it is recommended you immediately do the following actions:

- Delete any unwanted messages that were posted while your account was compromised.
- Scan your computers for viruses and malware, especially if unauthorized account behaviors continue to be posted after you've changed your password.
- Make sure to change your password. Always use a strong password you haven’t used elsewhere and would be difficult to guess.
- Consider using login verification (if you haven’t done so already,) instead of relying on just a password. Login verification introduces a second check to make sure you and only you can access your Zoom account. Note: Two Factor Authentication for Zoom ONLY works on the web-based app and only if you are an admin or if the admin has set it up for you.
- Be sure to check your email is secure. It may be worth changing the password to both your Zoom account and the email associated with your Zoom account.

If you need to report a violation of Zoom’s Terms of Service follow this link: https://support.zoom.us/hc/en-us/articles/200613919-Report-Terms-Of-Use-Violation.

If you would like to terminate your account, follow this link: https://zoom.us/account.

If you still need help or have questions, you can always contact Zoom using their Support site at: https://support.zoom.us/hc/en-us/articles/201362003.

Important Information Regarding Zoom: If your Zoom meeting gets “Zoombombed” there are a few things that can be done. First you can lock them out by going to the “Participants List” in the navigation bar and select “more.” Next click “Lock Meeting” to prevent any additional intruders from entering your meeting, which will also allow you to remove individuals without them being able to regain access.

If you are less worried about the intruder and more worried about the disruption, follow the same path but to the “Participants List” and scroll down to select “Mute All Controls.” This option is not recommended for privacy and security concerns.

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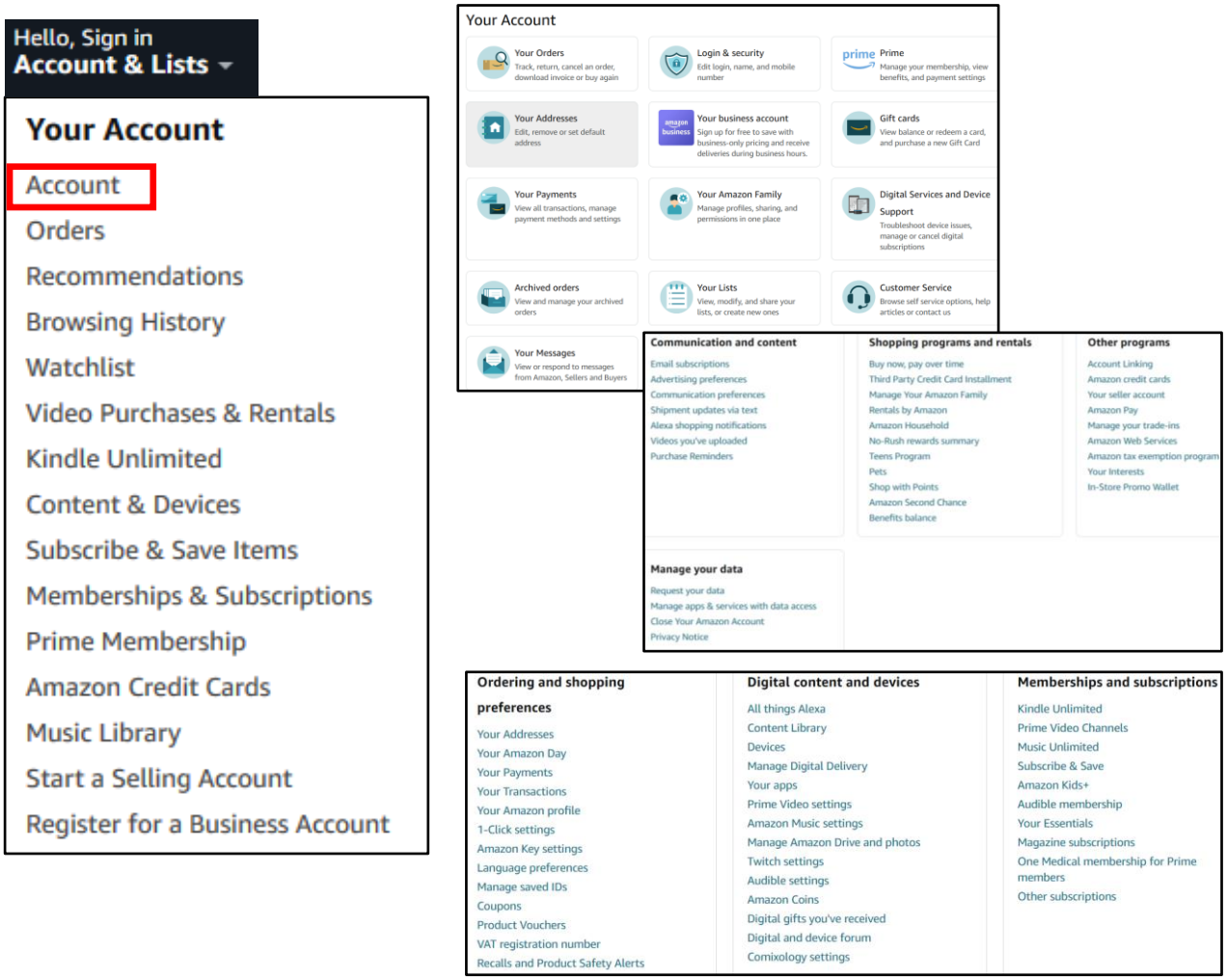
- **Do** take time to clean up old credit cards from your account.
- **Do** use Two-Factor Authentication to protect all your information on Amazon. With all the information that Amazon captures, it is important to make sure it is protected by every means available.
- **Do** frequently update your password for Amazon.
- **Don't** link any other accounts to your Amazon account. This will limit what outsiders can find out about you, to include your pattern of life, interests, and hobbies.
- **Don't** fall for scams on Amazon or from emails that appear to be from Amazon.
- **Don't** buy from international sellers. Avoiding this will help protect you from identity theft and scams.

Your Account

In order to lock down your Amazon account you will need to access "Your Account," located on the upper right side of your screen. Look for the "Account & Lists" drop-down link and select the down arrow. From this list, select "Account."

Below is a picture of the Amazon Drop down menu and the various topics within the "Account" section. Each of these topics will be referenced periodically throughout this guide so please take note of them here as a reference point.



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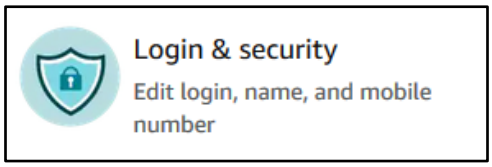
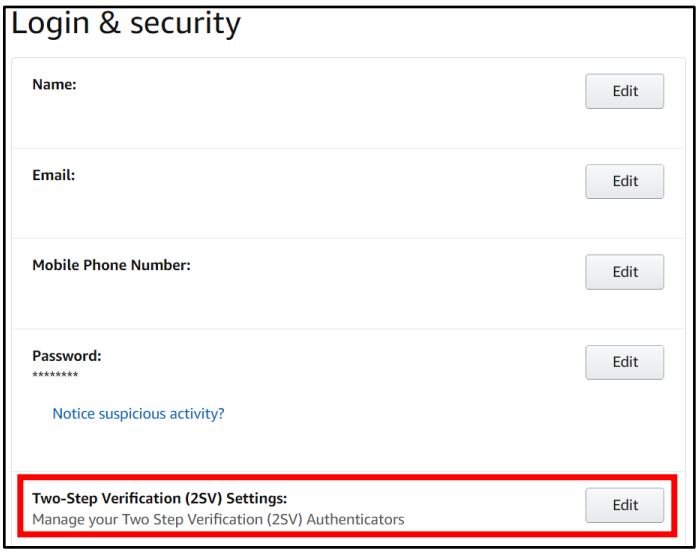




Login and Security

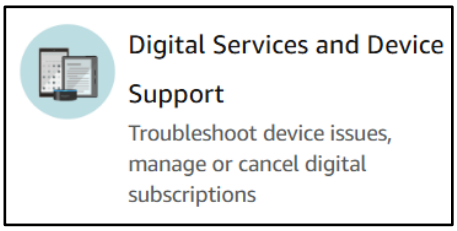
Let's look at the "Login & Security" settings first. See the picture to the left. First, review the general login information provided to ensure all of it is accurate. Click "Edit" if you find any discrepancies. Next, head to the "Two-Step Verification (2SV) Settings" section and select "Edit" (highlighted in red to the left). Now, select "Get Started" and follow the prompts.

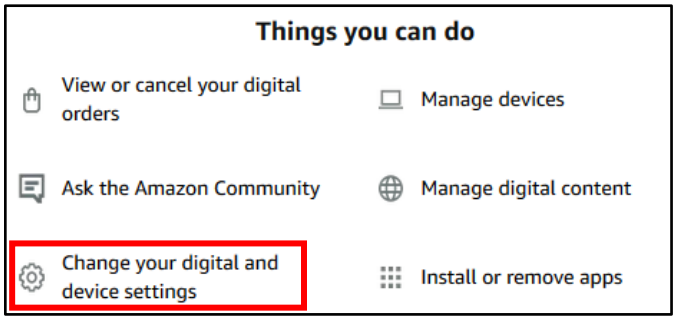
Since Amazon retains some of your most sensitive information, like your credit cards and address this feature is important to help secure your account. It is highly recommended here and throughout this guide that, where possible you turn on "Two-Step Verification" in order to help prevent others from gaining access to your account.

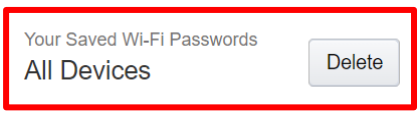
Devices and Content

Now, let's go back to the "Account" page and select "Digital Services and Device Support," then select "Change your digital and device settings" which should open the "Preferences" section. If not, select "Preferences" from the top menu.

Review the settings presented here to make sure the content agrees with your needs. It is recommended you review "Saved Wi-Fi Passwords" to make sure there are no passwords saved that you do not want Amazon to retain. There is a plethora of other settings to check within this section and it is recommended that users periodically revisit these settings to ensure all are in accordance with your needs.




Things you can do
View or cancel your digital orders
Manage devices
Ask the Amazon Community
Manage digital content
Change your digital and device settings
Install or remove apps



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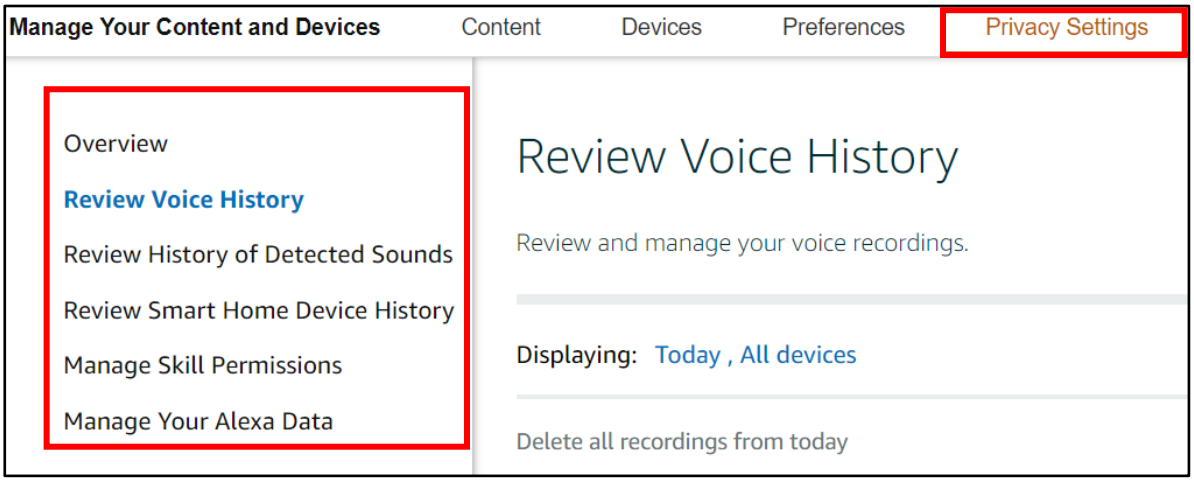
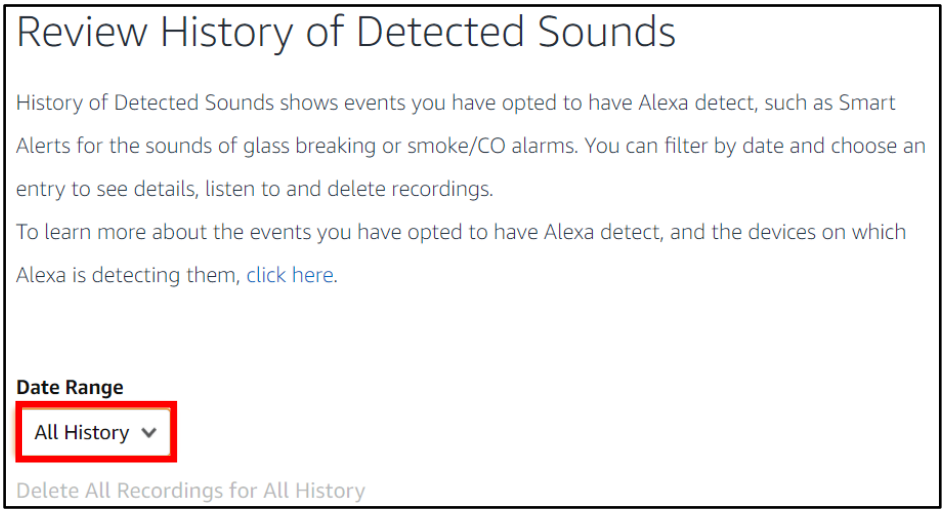
Alexa Voice History

Now look to the “Manage Your Content and Devices” header menu and select “Privacy Settings” and either select “Alexa Privacy” from the drop menu or simply select the full menu and then select “Alexa Privacy.” Here you can review the privacy settings associated with any Alexa devices you may have.

First look to the right of this menu (shown below) to find the “Alexa Privacy” or “Privacy Settings” menu and select “Review Voice History.” Here you can review every sound detected by Alexa, which includes but is not limited to any/all commands you have ever asked of Alexa. It is recommended that you periodically visit this section and clear your command history the same way you would clear your cookies and cache from your browsers. Select the time frame you wish to review/delete and then select “Delete Detected Sounds History.”

Next, locate “Review History of Detected Sounds” from the side menu to review any sound Alexa may have picked up over the course of her “life.” It is recommended this section be periodically reviewed and its content deleted.




Review History of Detected Sounds
History of Detected Sounds shows events you have opted to have Alexa detect, such as Smart Alerts for the sounds of glass breaking or smoke/CO alarms. You can filter by date and choose an entry to see details, listen to and delete recordings.
To learn more about the events you have opted to have Alexa detect, and the devices on which Alexa is detecting them, click here.
Date Range
All History
Delete All Recordings for All History

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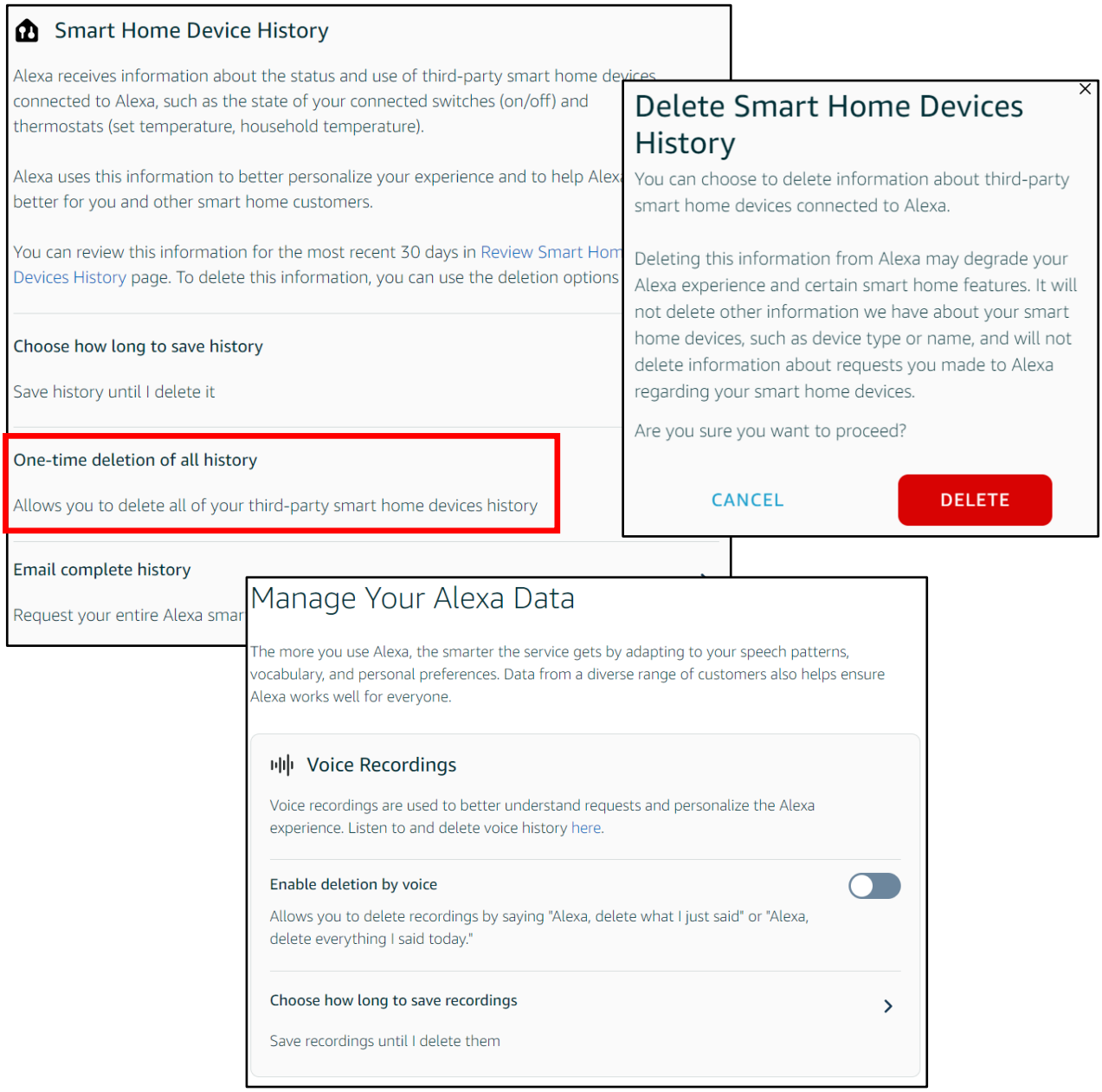
Smart Home Device History

Now, select “Review Smart Home Devices History” here users can review all devices that are connected to Alexa, which also means they are connected to Amazon and can potentially make purchases on that connected account. This section should be reviewed routinely to ensure only trusted devices are connected to Alexa and all others are deleted.

In the next section, “Manage Skill Permissions,” users can review any “skills” they may have enabled Alexa to have, such as accessing a devices’ street address or email address. It is not recommended that any of these “skills” be enabled. Finally, select “Manage Your Alexa Data” and review any information here that you do not wish Alexa to have. You can also set how long information such as recordings are kept. Once you have completed this section head back to the main “Account” section.


Smart Home Device History
Alexa receives information about the status and use of third-party smart home devices connected to Alexa, such as the state of your connected switches (on/off) and thermostats (set temperature, household temperature).
Alexa uses this information to better personalize your experience and to help Alex better for you and other smart home customers.
You can review this information for the most recent 30 days in Review Smart Hom Devices History page. To delete this information, you can use the deletion options
Choose how long to save history
Save history until I delete it
One-time deletion of all history
Allows you to delete all of your third-party smart home devices history
Email complete history
Request your entire Alexa smar
Delete Smart Home Devices History
You can choose to delete information about third-party smart home devices connected to Alexa.
Deleting this information from Alexa may degrade your Alexa experience and certain smart home features. It will not delete other information we have about your smart home devices, such as device type or name, and will not delete information about requests you made to Alexa regarding your smart home devices.
Are you sure you want to proceed?
CANCEL
DELETE
Manage Your Alexa Data
The more you use Alexa, the smarter the service gets by adapting to your speech patterns, vocabulary, and personal preferences. Data from a diverse range of customers also helps ensure Alexa works well for everyone.
Voice Recordings
Voice recordings are used to better understand requests and personalize the Alexa experience. Listen to and delete voice history here.
Enable deletion by voice
Allows you to delete recordings by saying "Alexa, delete what I just said" or "Alexa, delete everything I said today."
Choose how long to save recordings
Save recordings until I delete them

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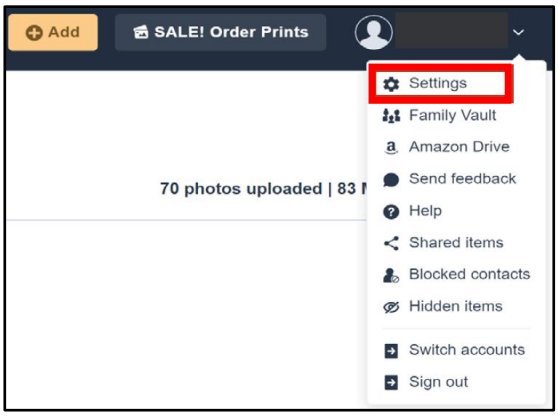
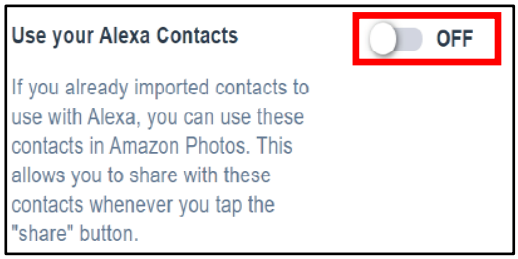
Amazon Drive

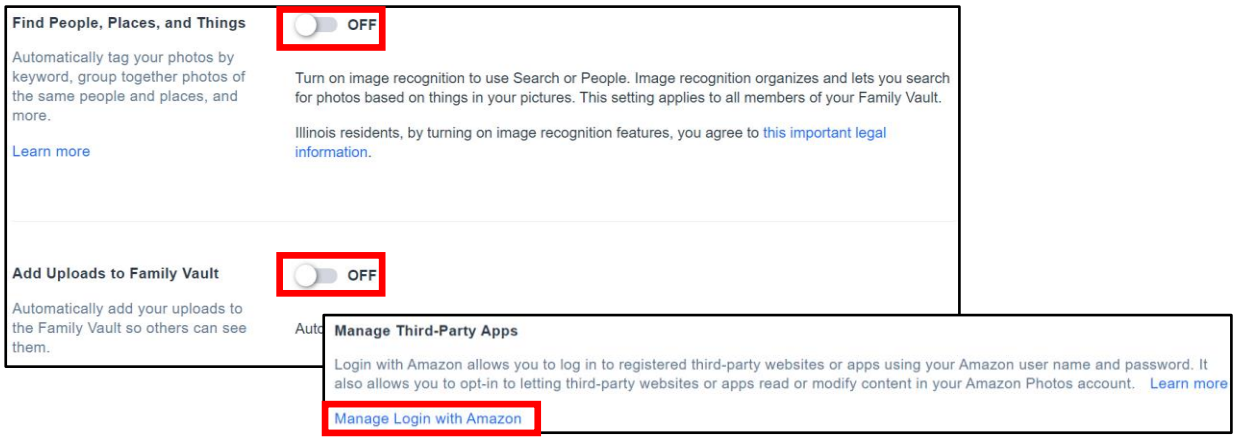
Each Amazon account comes with an “Amazon Drive.” In order to lock down your “Amazon Drive,” navigate to “Digital content and Devices” from the “Account” menu and select “Manage Amazon Drive and Photos.”

On the top right of the screen, select your profile picture to open the “Drive” menu. Next, select “Settings” and review each section presented on your screen.

It is important to note there is a new section titled “Use your Alexa Contacts.” It is not recommended that you allow Alexa to obtain access to your contacts, so be sure this function is “Off.” Be sure to visit other sections, such as: “Add Uploads to Family Vault;” as well as the “Manage Third-Party Apps” sections.




Use your Alexa Contacts
OFF
If you already imported contacts to use with Alexa, you can use these contacts in Amazon Photos. This allows you to share with these contacts whenever you tap the "share" button.


Find People, Places, and Things
OFF
Automatically tag your photos by keyword, group together photos of the same people and places, and more.
Learn more
Turn on image recognition to use Search or People. Image recognition organizes and lets you search for photos based on things in your pictures. This setting applies to all members of your Family Vault.
Illinois residents, by turning on image recognition features, you agree to this important legal information.
Add Uploads to Family Vault
OFF
Automatically add your uploads to the Family Vault so others can see them.
Manage Third-Party Apps
Login with Amazon allows you to log in to registered third-party websites or apps using your Amazon user name and password. It also allows you to opt-in to letting third-party websites or apps read or modify content in your Amazon Photos account. Learn more
Manage Login with Amazon

Your Public Profile

Amazon provides you with your own “Public Profile.” This “Profile” and your entire “Amazon Account” can be linked to any of your social media accounts. It is important to review your profile and its settings to ensure it is locked down, not linked to other social media accounts, and not searchable by the public. See the next page for guidance

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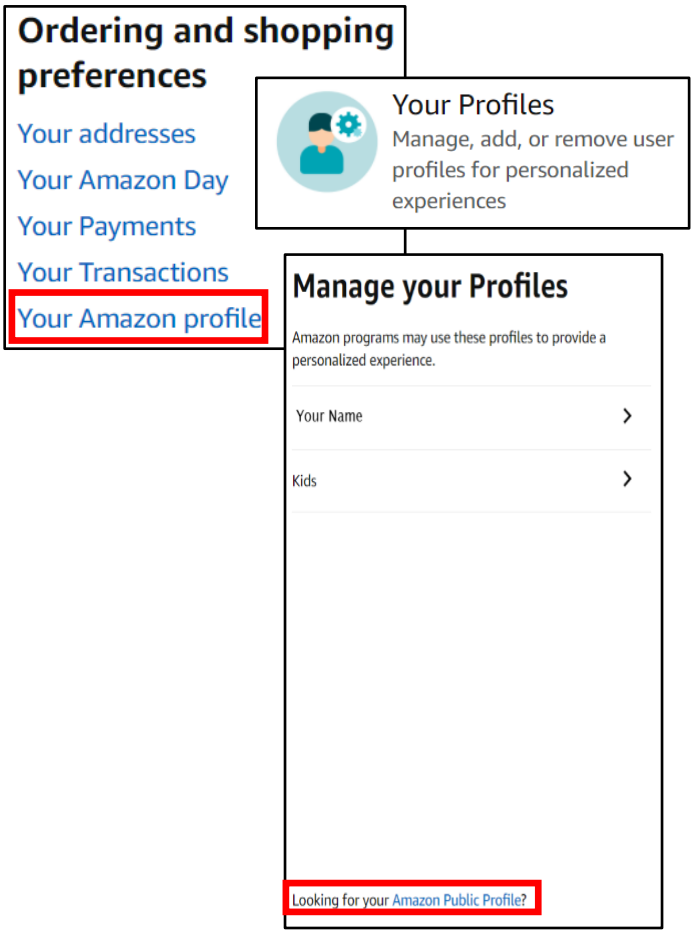
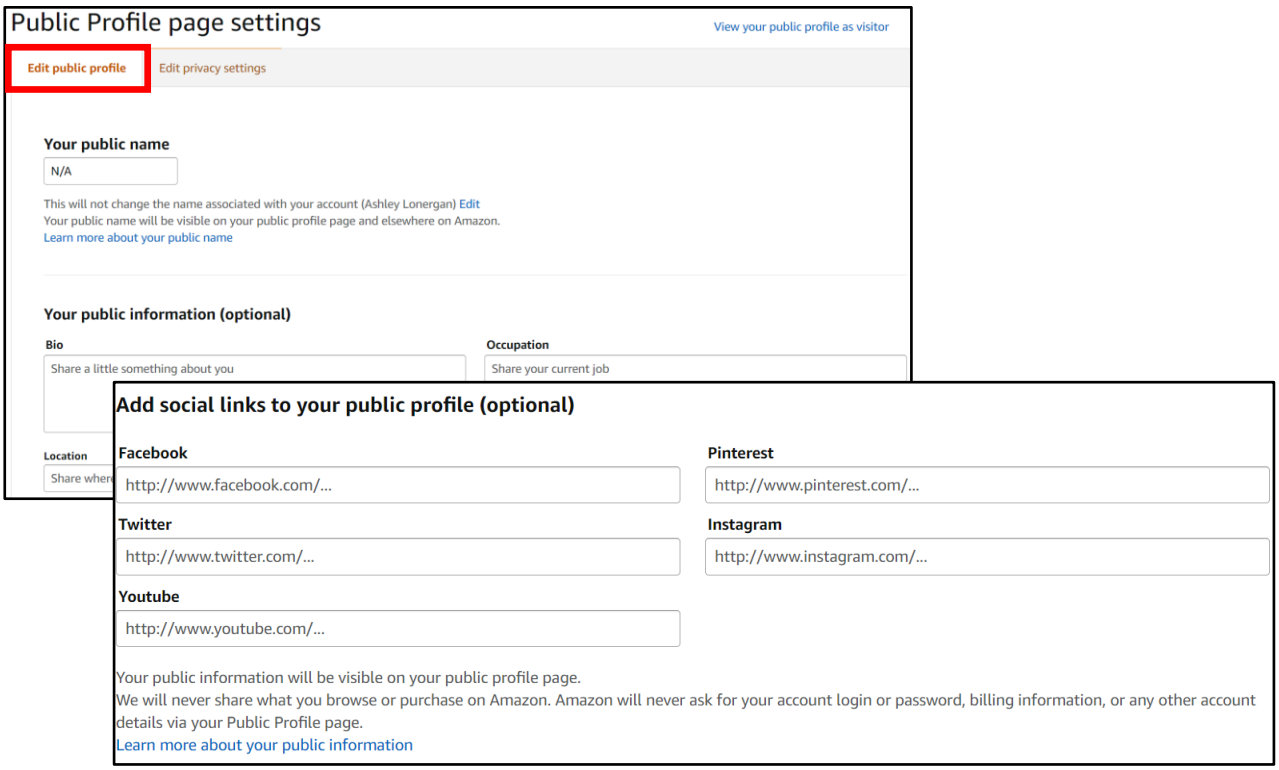
Your Public Profile

In order to lock down your public profile, go back to “Your Account,” then select “Your Amazon Profile” under the “Ordering and shopping preferences;” or you can choose the “Your Profiles” icon at the top of the page. From there, follow the steps below and on the remaining pages to best secure your profile.

Select “Edit your profile.” In the “Profile page settings” review all your information to make sure only information you want on a public profile is present. It is recommended you not display your full name in the “Your public name” section.

Scroll down on the page and find the “Add social links to your profile” section to make sure you have not linked any of your social media accounts to your Amazon account.

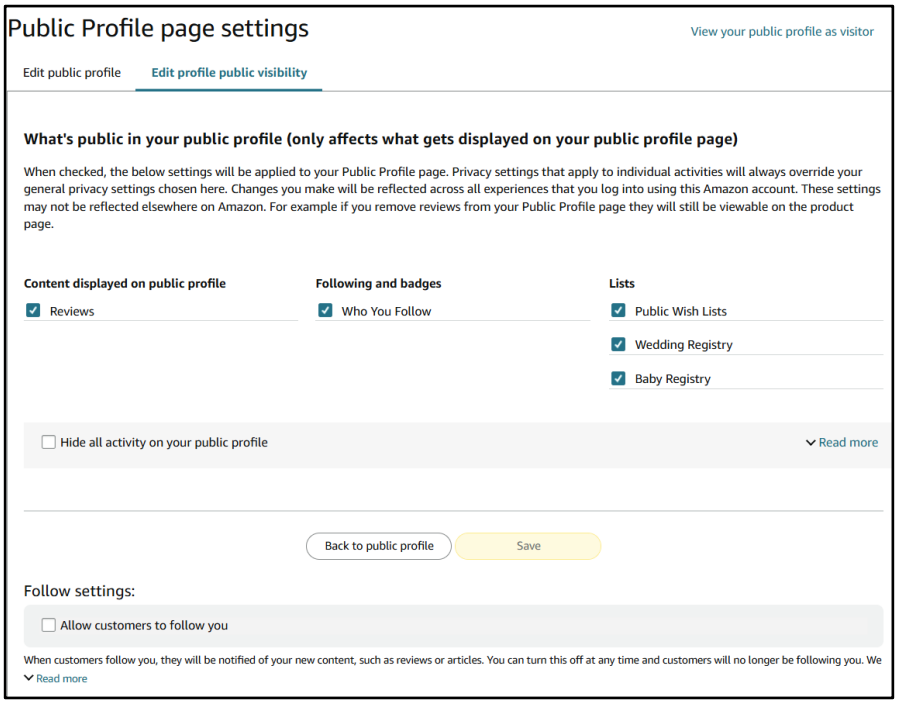



Public Profile page settings
View your public profile as visitor
Edit public profile
Edit privacy settings
Your public name
N/A
This will not change the name associated with your account (Ashley Lonergan) Edit
Your public name will be visible on your public profile page and elsewhere on Amazon.
Learn more about your public name
Your public information (optional)
Bio
Share a little something about you
Occupation
Share your current job
Location
Add social links to your public profile (optional)
Facebook
http://www.facebook.com/...
Pinterest
http://www.pinterest.com/...
Twitter
http://www.twitter.com/...
Instagram
http://www.instagram.com/...
Youtube
http://www.youtube.com/...
Your public information will be visible on your public profile page.
We will never share what you browse or purchase on Amazon. Amazon will never ask for your account login or password, billing information, or any other account details via your Public Profile page.
Learn more about your public information

AMAZON

Public Profile – Privacy Settings

Now let's go to the "Edit privacy settings" to review and ensure they are appropriately set. Once selected, review how they are presently configured. It is recommended that you select the box "Hide all activity on your profile" as well as "Hide sensitive activity." Users can view their "Profile" as a visitor would see it, by selecting "View your profile as visitor" from the top right of the "Profile page settings." This capability allows you to ensure their profile is properly locked down so that information specific to you is not readily available to anyone. Next, scroll down to the bottom of the "Edit privacy settings" and make sure the box titled "Allow customers to follow you" is not checked. It is also important to click on the "See who is following you" link to make sure you have not allowed anyone to follow you that you do not know or trust.


Public Profile page settings
View your public profile as visitor
Edit public profile
Edit profile public visibility
What's public in your public profile (only affects what gets displayed on your public profile page)
When checked, the below settings will be applied to your Public Profile page. Privacy settings that apply to individual activities will always override your general privacy settings chosen here. Changes you make will be reflected across all experiences that you log into using this Amazon account. These settings may not be reflected elsewhere on Amazon. For example if you remove reviews from your Public Profile page they will still be viewable on the product page.
Content displayed on public profile
Reviews
Following and badges
Who You Follow
Lists
Public Wish Lists
Wedding Registry
Baby Registry
Hide all activity on your public profile
Read more
Back to public profile
Save
Follow settings:
Allow customers to follow you
When customers follow you, they will be notified of your new content, such as reviews or articles. You can turn this off at any time and customers will no longer be following you. We
Read more

Follow Settings

If you do have any followers, you can delete them from this link and then update your privacy settings to preclude any future followers. It is recommended you do not let people follow you on Amazon, especially if you do not know and trust them. Although not recommended, allowing followers on Amazon is personal choice to be made in accordance with your comfort level.

Follow settings:
Allow customers to follow you
When customers follow you, they will be notified of your new content, such as reviews or articles. You can turn this off at any time and customers will no longer be following you. We will not share what you browse or purchase on Amazon with your followers.

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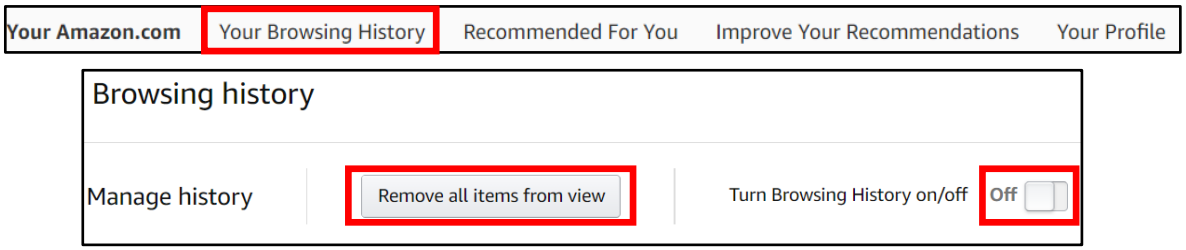
Browsing History

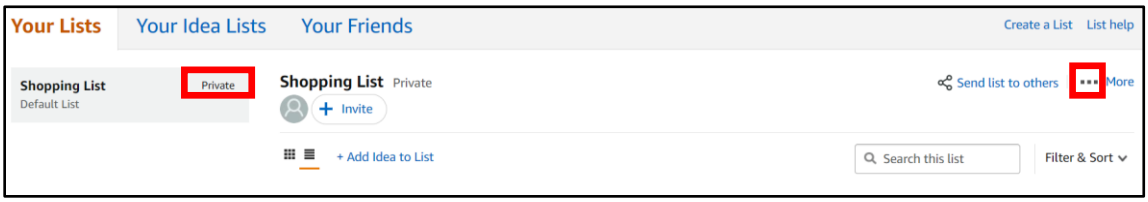
Now let's take a look at "Your Browsing History." Go to the top menu bar, from either the "Your Profile" section or the "Your followers" page and select "Your Browsing History." From here, look at the right side of your screen and select the drop-down arrow next to "Manage history." From here, it is recommended you remove all items and "Turn Browsing History" to "Off."

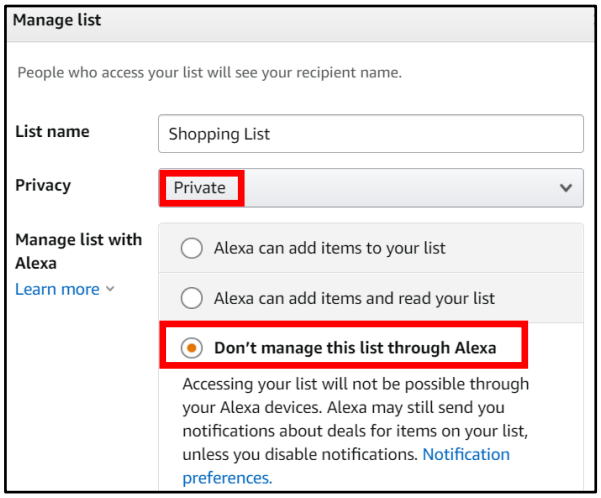


Wish Lists

One of the most public sections of Amazon is the "Wish Lists." If not made private, anyone can view your lists and gain information about who you are or who the people in your family are (how many, gender, age, etc.). People use "Lists" for making Christmas lists, birthday lists, or even grocery lists. The titles of these lists are revealing (e.g., a child's name for birthday or Christmas gifts). These bits of information pose an unnecessary risk as they could be useful to a social engineer or identity thief when combined with other bits of data on you.

Amazon has recently changed its privacy options for "Wish Lists," requiring users to enter an email address in order to access any "Wish List," so make sure that information is locked down. New to the "Wish List" is the option to provide Alexa with access to your "Lists." It is not recommended you authorize such access, instead set each list to "Private."




Manage list
People who access your list will see your recipient name.
List name
Shopping List
Privacy
Private
Manage list with Alexa
Learn more
Alexa can add items to your list
Alexa can add items and read your list
Don't manage this list through Alexa
Accessing your list will not be possible through your Alexa devices. Alexa may still send you notifications about deals for items on your list, unless you disable notifications. Notification preferences.

Select the "Your Lists" icon on the "Account" screen in order to begin the process of locking down your lists. Once there, your "Wish Lists" will be on the left-hand side of the screen (see above). In order to review and change these settings, select the ellipses and select "Manage List." From there, select "Privacy" and select "Private" from the options provided. Be sure to select "Save Changes."

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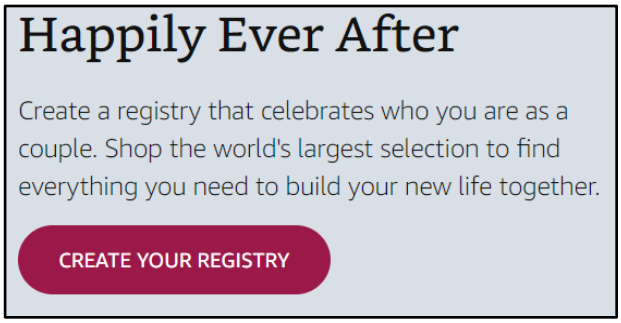
Registries

Much like a “Wish List,” your registries can also be displayed publicly, therefore it is important to check the “Settings” for any registry you build on Amazon.

While still in your “Wish List,” go to the top menu and select a Registry to create. To create your “Registry” select “Create a new Registry” from the center of your page. Scroll down to “Who can see your registry” and select “Shared” or “Private” for the visibility of your registry. It is important to note that if you decide to make your registry “Public,” it may be shared on a third-party website – e.g., TheBump or TheKnott - unless you “Unselect” that option.

Amazon has created a new registry for birthdays which has many of the same lock down features as the Wedding and Baby registries. Once a registry has served its purpose, it is recommended that you go in and delete the registry from Amazon. Same for Wish List, once they have served their purpose, delete them.

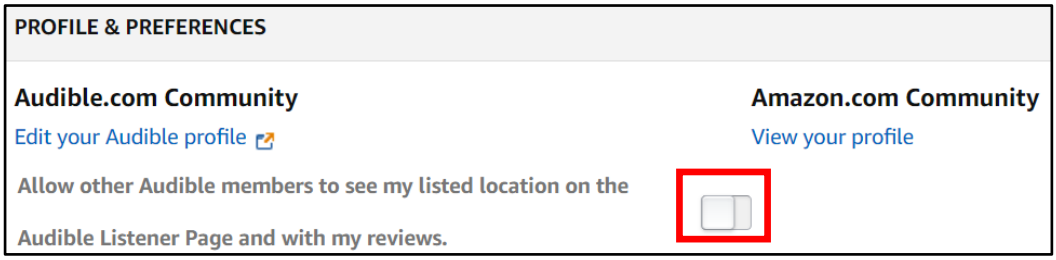

Happily Ever After
Create a registry that celebrates who you are as a couple. Shop the world's largest selection to find everything you need to build your new life together.
CREATE YOUR REGISTRY

Do you want your registry to be public or private?
If you change your mind, you can update your preferences in Settings.
Public
I want it searchable on Amazon.com
Private
I want it visible only to myself
Make my registry searchable on TheKnot.com

Audible

Head back to the “Account” section and select “Audible Settings” from the “Digital content and devices” menu. Note: this section is only for users who have also signed up for and use Audible. In the “Audible Settings” review each section but pay special attention to the “Profile & Preferences” section.

Here you will want to ensure that the “Allow other Audible members to see my location on the Audible” is toggled to the “Off ” position. At the bottom of this page, you can also review what devices are registered and authorized to use your Audible account. If you notice any device that you do not recognize, simply select “Deregister” next to that device’s name.


PROFILE & PREFERENCES
Audible.com Community
Edit your Audible profile
Allow other Audible members to see my listed location on the
Audible Listener Page and with my reviews.
Amazon.com Community
View your profile

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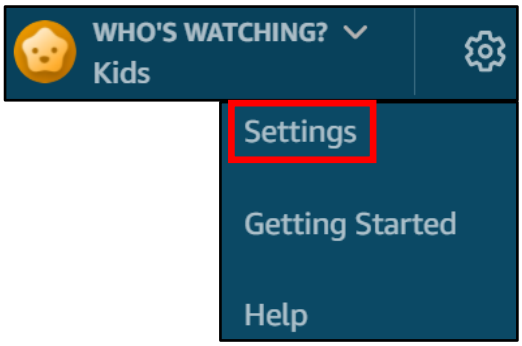
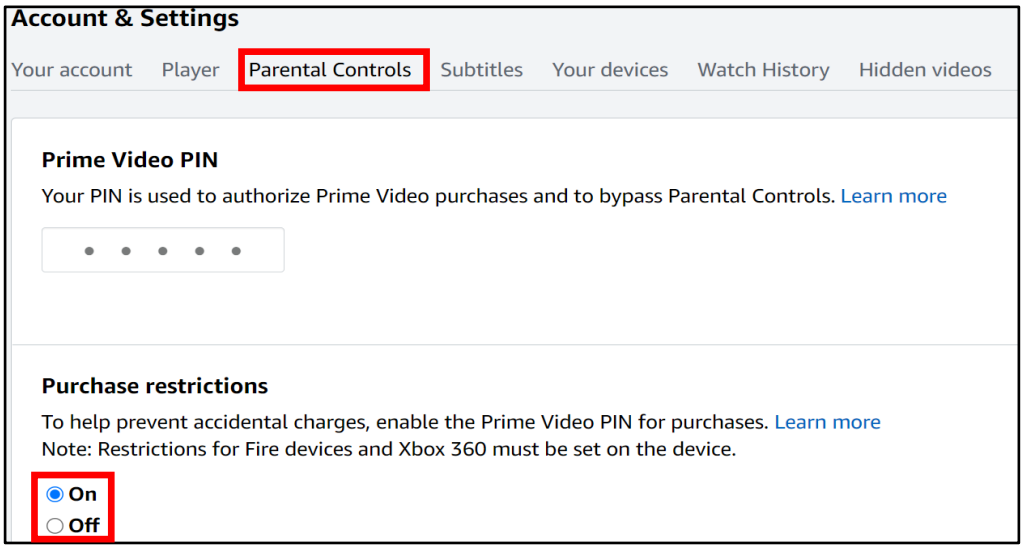
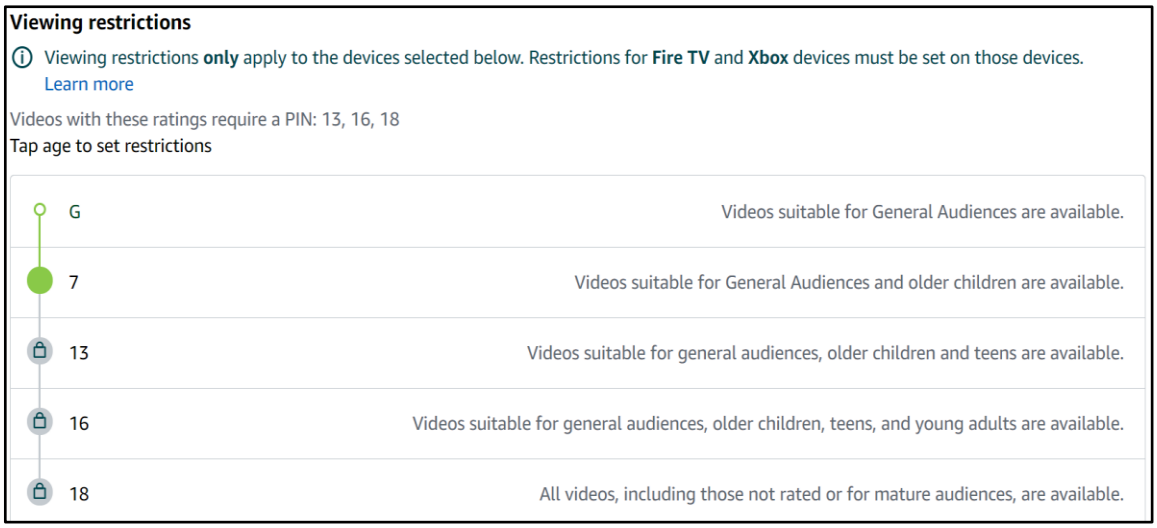
Parental Controls

If you have children, it is recommended that you review the “Parental Controls” and settings located in the “Video” section of Amazon. To do that you will need to go back to “Your Account” and select “Prime Video Settings” under “Digital content and devices.”

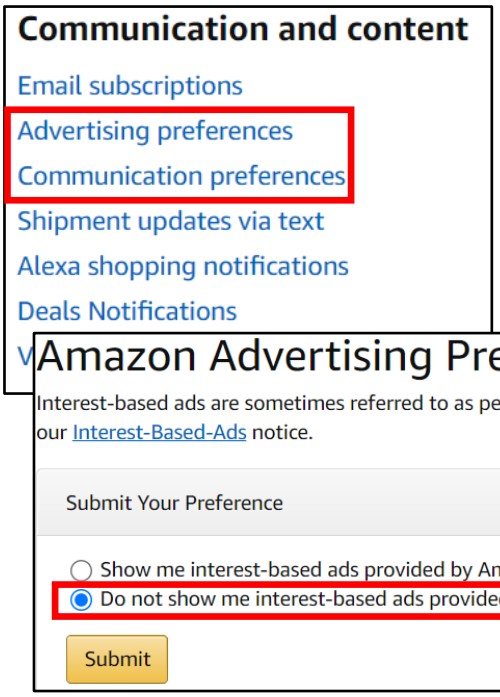
At the top of the page select “Parental Controls.” If you are a parent and want to monitor and protect your child(ren) from age-inappropriate material on Amazon, be sure to check this section in order to set “Prime Video PINs” and “Viewing Restrictions.” Here you can select at what age rating you would like Amazon to require a PIN.




Account & Settings
Your account
Player
Parental Controls
Subtitles
Your devices
Watch History
Hidden videos
Prime Video PIN
Your PIN is used to authorize Prime Video purchases and to bypass Parental Controls. Learn more
Purchase restrictions
To help prevent accidental charges, enable the Prime Video PIN for purchases. Learn more
Note: Restrictions for Fire devices and Xbox 360 must be set on the device.
On
Off


Viewing restrictions
Viewing restrictions only apply to the devices selected below. Restrictions for Fire TV and Xbox devices must be set on those devices.
Learn more
Videos with these ratings require a PIN: 13, 16, 18
Tap age to set restrictions
G
Videos suitable for General Audiences are available.
7
Videos suitable for General Audiences and older children are available.
13
Videos suitable for general audiences, older children and teens are available.
16
Videos suitable for general audiences, older children, teens, and young adults are available.
18
All videos, including those not rated or for mature audiences, are available.

AMAZON



Amazon Advertising Preferences
Interest-based ads are sometimes referred to as personalized or targeted ads.
our Interest-Based-Ads notice.
Submit Your Preference
Show me interest-based ads provided by Amazon
Do not show me interest-based ads provided by Amazon
Submit

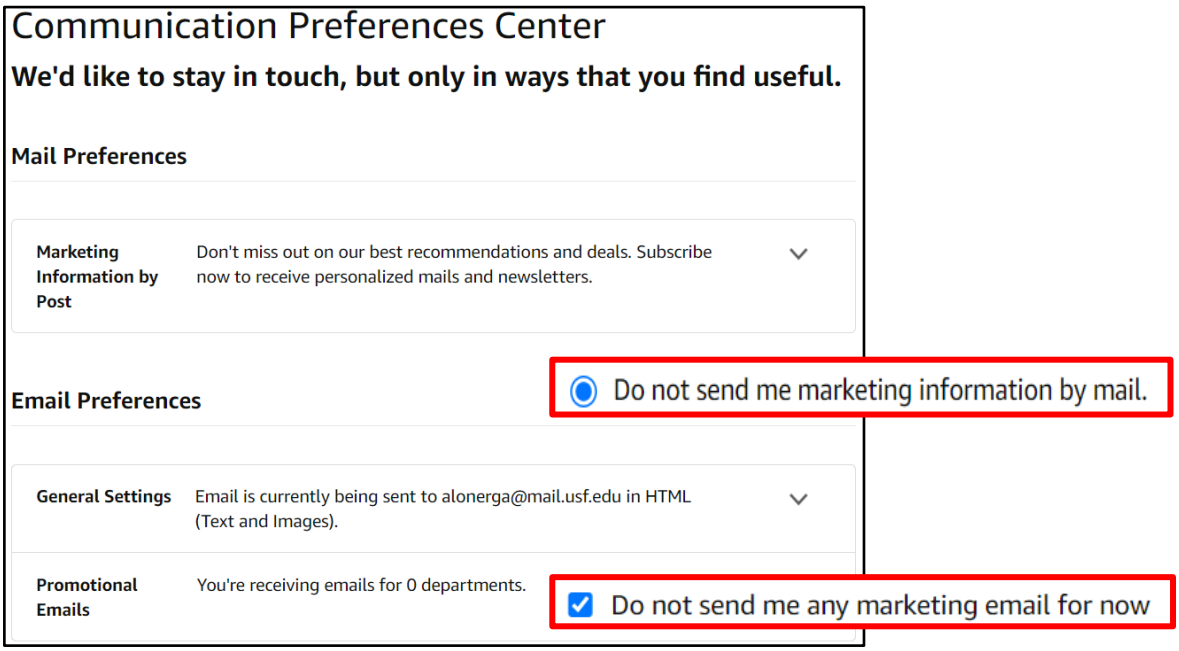
Ad Preferences

Now let's check the security and privacy settings associated with advertising and communications on your account. Go back to "Your Account" and in the "Communication and Content" section, select "Advertising Preferences." Here you can review what Amazon provides to you and to advertisers.

Personalized ads, sometimes referred to as targeted or interest-based ads are built on information about you, such as the products you view, the purchases you make on Amazon, or websites you visit where Amazon might provide ads or content.

Communication Preferences

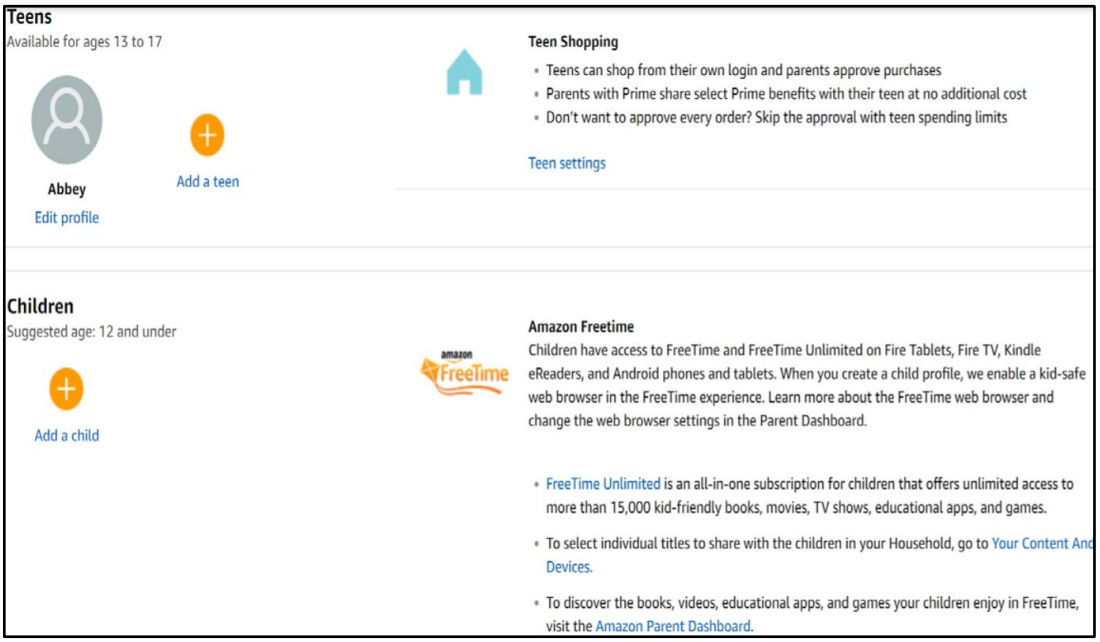
Go back to "Your Account" and select "Communication Preferences." Select the down arrow to the right of "Marketing Information by Post" and select "Do not send me marketing information by mail" (highlighted in red below). This will help to eliminate spam and other marketing emails from cluttering your inbox. Be sure to select the "Update" button to save these changes.


Communication Preferences Center
We'd like to stay in touch, but only in ways that you find useful.
Mail Preferences
Marketing Information by Post
Don't miss out on our best recommendations and deals. Subscribe now to receive personalized mails and newsletters.
Email Preferences
Do not send me marketing information by mail.
General Settings
Email is currently being sent to alonerga@mail.usf.edu in HTML (Text and Images).
Promotional Emails
You're receiving emails for 0 departments.
Do not send me any marketing email for now

AMAZON

Other Account Considerations

Finally, Amazon has different profiles to help you manage your account and any account you may want to create for your children. For instance, a teenager can have their own log in and purchase ability, while parents maintain control over purchases. Parents can also add any children under 12 to their accounts to help manage the content displayed on certain devices, such as the Fire TV. In order to create or manage these accounts, select “Amazon Household” or “Teens Program” under “Shopping programs and Rentals.”


Teens
Available for ages 13 to 17
Abbey
Edit profile
Add a teen
Teen Shopping
Teens can shop from their own login and parents approve purchases
Parents with Prime share select Prime benefits with their teen at no additional cost
Don't want to approve every order? Skip the approval with teen spending limits
Teen settings
Children
Suggested age: 12 and under
Add a child
Amazon Freetime
Children have access to FreeTime and FreeTime Unlimited on Fire Tablets, Fire TV, Kindle eReaders, and Android phones and tablets. When you create a child profile, we enable a kid-safe web browser in the FreeTime experience. Learn more about the FreeTime web browser and change the web browser settings in the Parent Dashboard.
FreeTime Unlimited is an all-in-one subscription for children that offers unlimited access to more than 15,000 kid-friendly books, movies, TV shows, educational apps, and games.
To select individual titles to share with the children in your Household, go to Your Content And Devices.
To discover the books, videos, educational apps, and games your children enjoy in FreeTime, visit the Amazon Parent Dashboard.

Definitions/Glossary of Terms

“Ships from” and “sold by” [seller]: This indicates a Third-party seller that ships an item directly to you. Amazon doesn’t touch the item. This is where scammers thrive. These items are not “Prime” eligible.

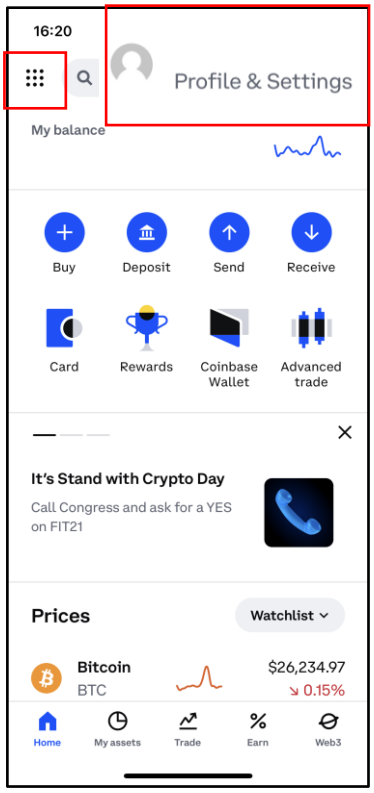
“Sold by” [seller] and “Fulfilled by” Amazon: A third-party seller sends the product to Amazon’s warehouse, then Amazon ships it to you. These items can be eligible for “Prime,” but are still third-party transactions.

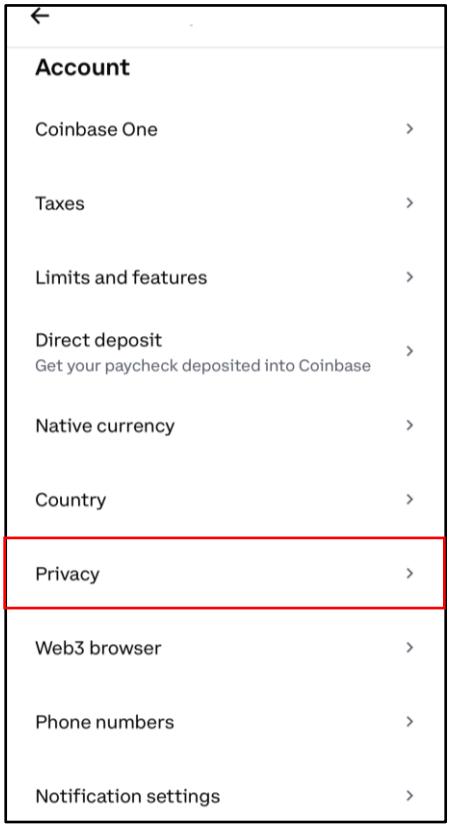
COINBASE

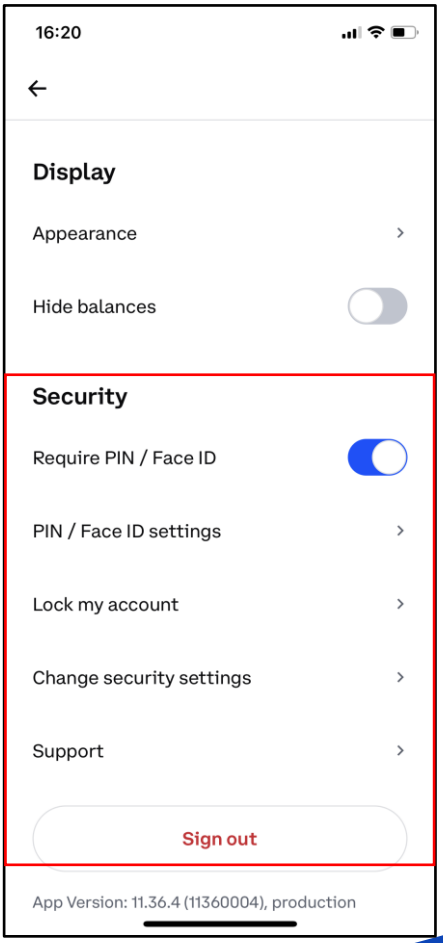
- **Do** ensure you have 2-step verification enabled.
- **Do** keep your devices clean and updated.
- **Do** enable a screen lock and password to gain access to your device.
- **Do** watch out for “phishing” scams.
- **Do** consider using a secure method of keeping the 12 random word password to gain accesss to your account.
- **Don’t** link your Coinbase account to the iCloud or other cloud services. If a hacker gains access to your Cloud, they could get access to your Coinbase.
- **Don’t** make yourself a target. Don’t post your crypto earnings to your favorite social media sites.
- **Don’t** install and use browser plug-ins or add-ons developed by unknown third parties.

Homepage

Starting at the Home Page, select the Tribar at the top-left portion on the homepage. Here it will direct you to your “Profile & Settings.” Once selected, you can scroll through the settings for your Coinbase account. The ones to primarily focus on will be “Privacy” under “Account” and all the settings under “Security.”





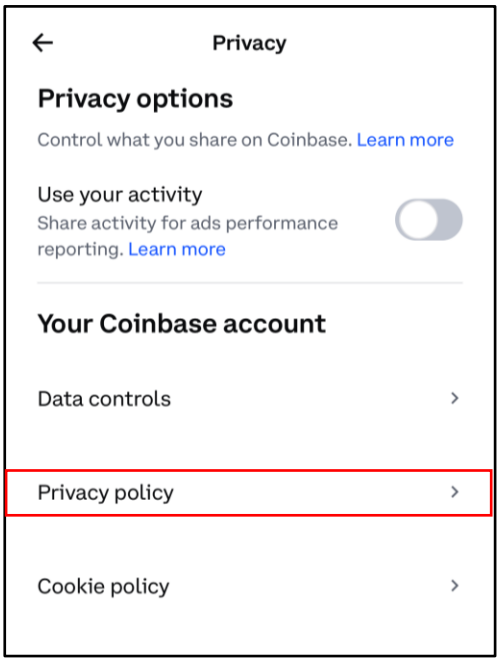


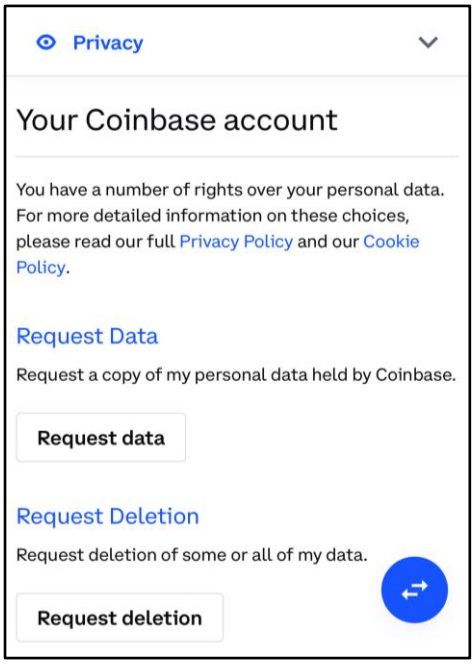
Coinbase is a secure online platform for buying, selling, transferring, and storing cryptocurrency and NFT’s (Non-Fungible Tokens). Over 98 million people and businesses use Coinbase and is the largest cryptocurrency exchange in the United States by trading volume.

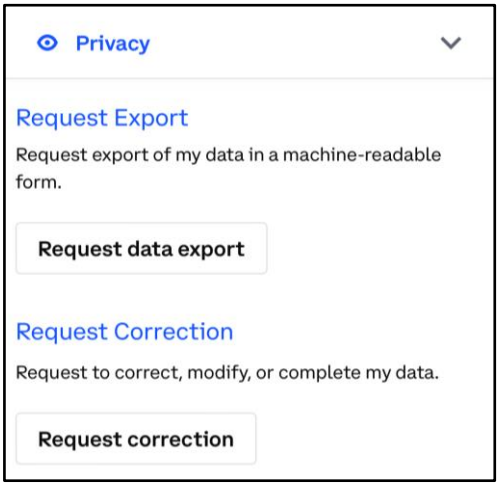
COINBASE

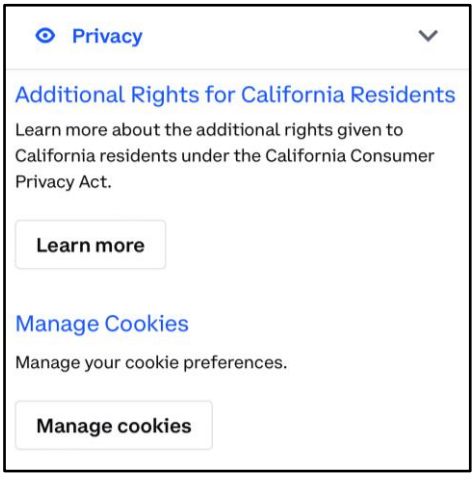
Privacy

Once you select “Privacy,” under “Privacy options,” it is recommended that you turn off sharing activity for ads performance. Under “Your Coinbase account,” navigate to “Data controls.” Once there, you can request your data, the deletion of it, request that its exported, or request a correction to it.



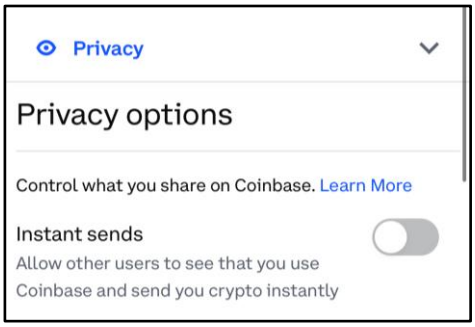

Privacy
Your Coinbase account
You have a number of rights over your personal data. For more detailed information on these choices, please read our full Privacy Policy and our Cookie Policy.
Request Data
Request a copy of my personal data held by Coinbase.
Request data
Request Deletion
Request deletion of some or all of my data.
Request deletion




Privacy
Additional Rights for California Residents
Learn more about the additional rights given to California residents under the California Consumer Privacy Act.
Learn more
Manage Cookies
Manage your cookie preferences.
Manage cookies

Privacy

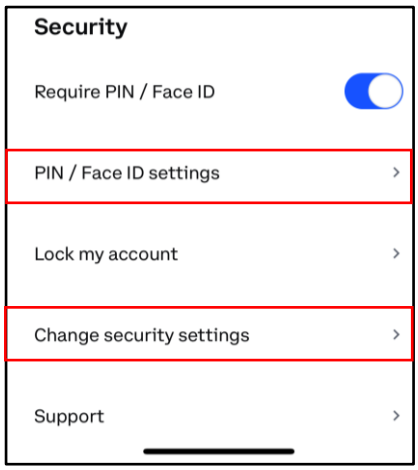
You can also manage your cookies and control “instant sends,” which allows other users to see that you use Coinbase and send you crypto instantly.

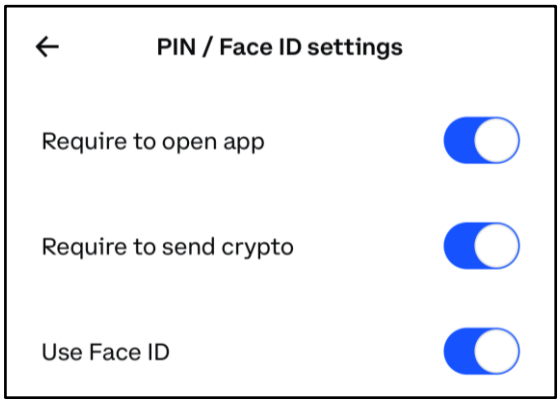

Privacy
Privacy options
Control what you share on Coinbase. Learn More
Instant sends
Allow other users to see that you use Coinbase and send you crypto instantly

COINBASE

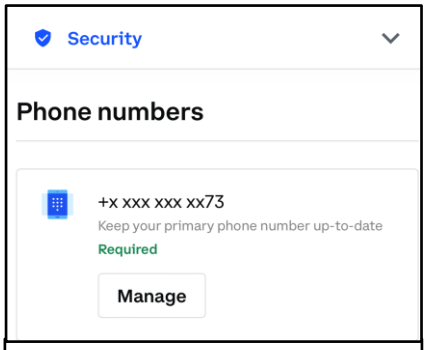
Security

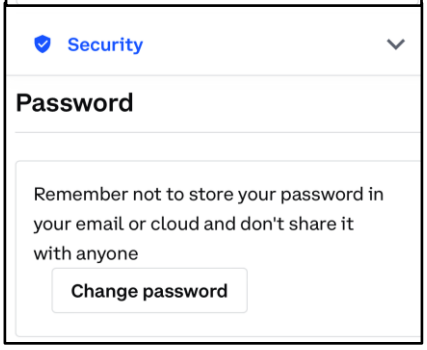
Under “Security,” Select “Pin / Face ID Settings,” and adjust the settings as needed. It is recommended for the best security practices that you turn all of the options on.

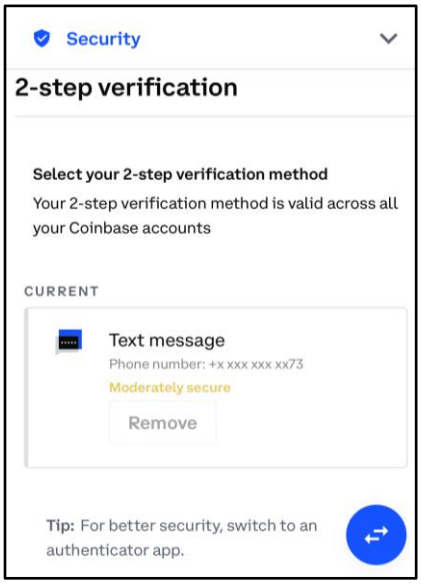


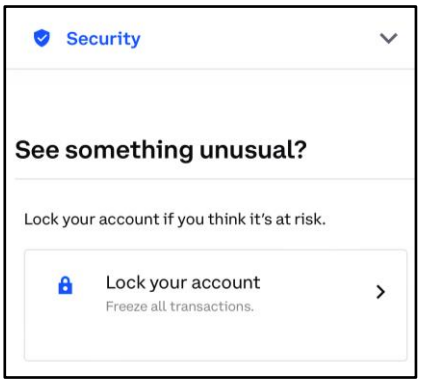


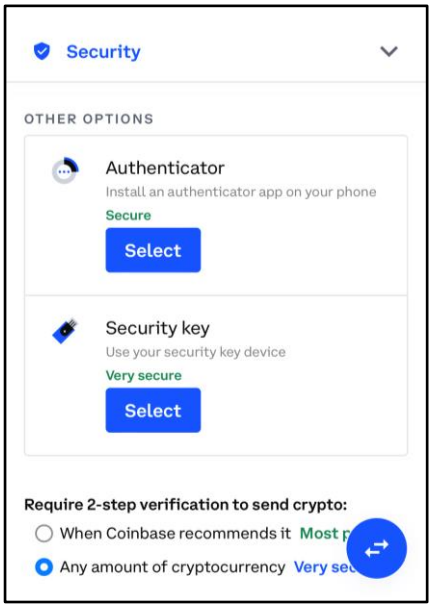
Navigate to “Change Security Settings.” Once there, you can edit things such as your phone numbers associated with the account, change your password, and enable “2-step verification” using your phone number or an “Authenticator” or “Security Key.” You are also able to “Lock your account,” which freezes all transactions if you think someone has unauthorized access to that account.




Security
Password
Remember not to store your password in your email or cloud and don't share it with anyone
Change password


Security
2-step verification
Select your 2-step verification method
Your 2-step verification method is valid across all your Coinbase accounts
CURRENT
Text message
Phone number: +x xxx xxx xx73
Moderately secure
Remove
Tip: For better security, switch to an authenticator app.



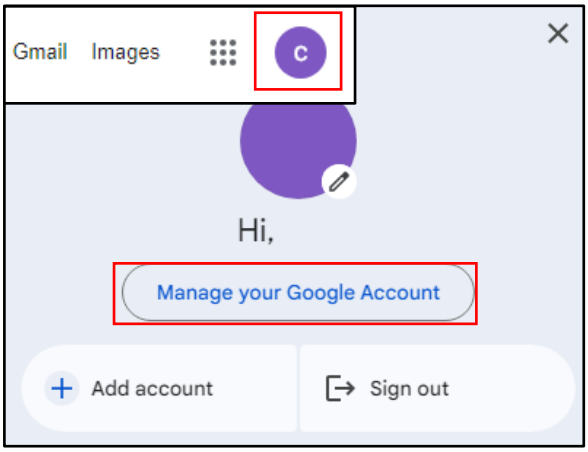


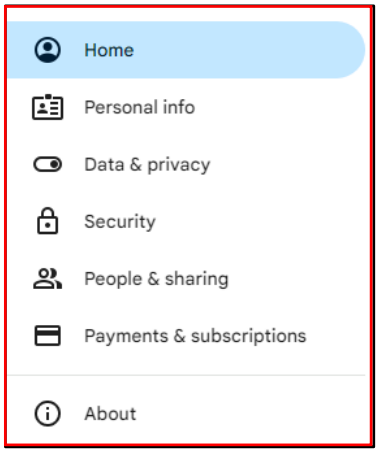
GOOGLE

- **Do** limit your personal details when creating a Google Account as there are some that everyone can see on certain google services.
- **Do** ensure you update your passwords periodically, or whenever you think someone may have stolen it.
- **Do** use Two-Factor Authentication to protect all your information.
- **Don't** forget to remind family members to take similar precautions with their accounts their privacy and share settings can expose your personal data.
- **Don't** establish connections with people or communities you do not know or trust. Understand that people are not always who they say they are online.
- **Don't** allow Google to access your location. Disable location services when posting images on whichever device you are using whether it be iOS, Android, or when uploading from your computer.

Manage Your Google Account

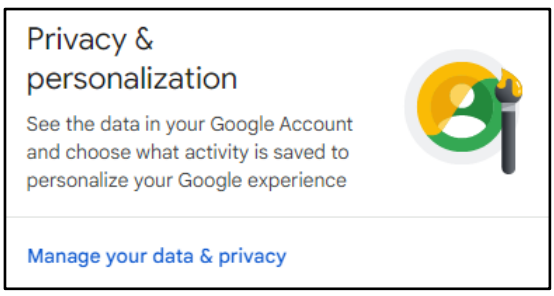
At the top right corner when you first get to Google, Click where your name is as highlighted below to get to "Manage your Google Account." Once there, you can navigate through the menu bar to start protecting yourself and your data.

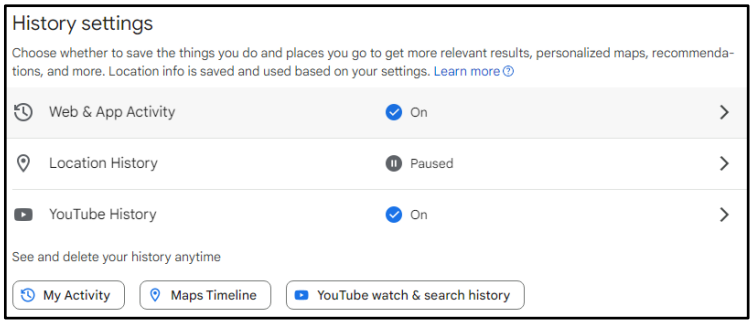




Privacy & personalization

On the Homepage of "Manage Your Google Account," "Privacy & personalization" will be one of the first options you view. If you click on "Manage your data & privacy," and start to slowly scroll down you will reach your "History settings." Here you can go through your history and delete it, and also choose what is automatically saved by Google. It is recommended that you at least "Pause" / turn off your "Location History."

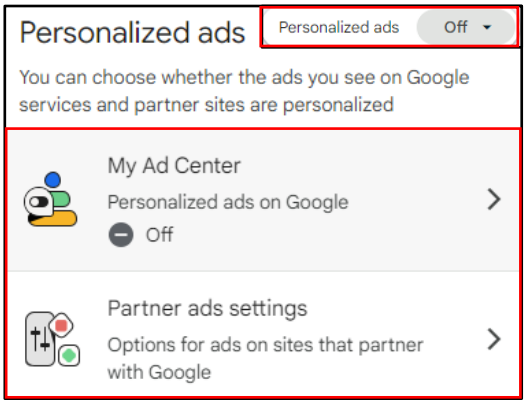

Privacy & personalization
See the data in your Google Account and choose what activity is saved to personalize your Google experience
Manage your data & privacy

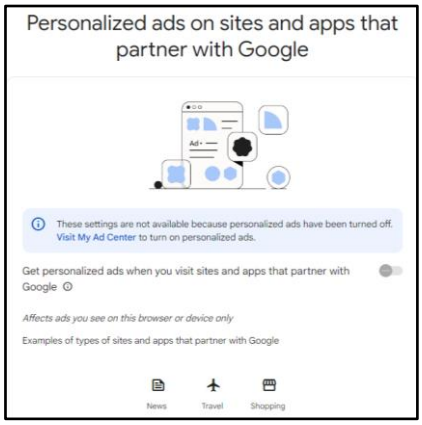

History settings
Choose whether to save the things you do and places you go to get more relevant results, personalized maps, recommendations, and more. Location info is saved and used based on your settings. Learn more
Web & App Activity
On
Location History
Paused
YouTube History
On
See and delete your history anytime
My Activity
Maps Timeline
YouTube watch & search history

GOOGLE

Data & privacy

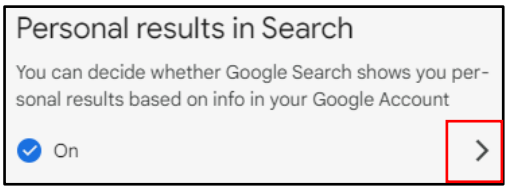
Directly under “History settings” on the Homepage is the section for “Personalized ads.” Here it is recommended you turn them off, and go through the “Partner ads settings” as well.

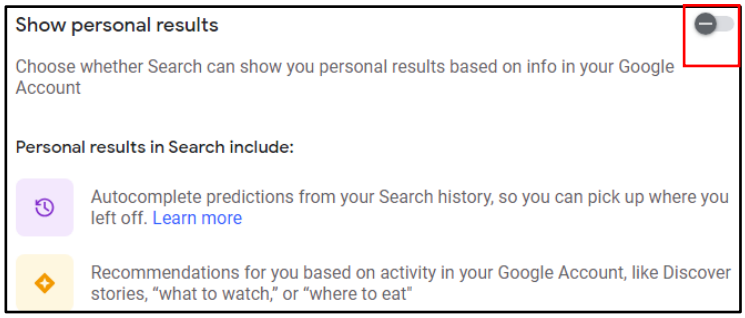

Personalized ads
Personalized ads
Off
You can choose whether the ads you see on Google services and partner sites are personalized
My Ad Center
Personalized ads on Google
Off
Partner ads settings
Options for ads on sites that partner with Google


Personalized ads on sites and apps that partner with Google
These settings are not available because personalized ads have been turned off. Visit My Ad Center to turn on personalized ads.
Get personalized ads when you visit sites and apps that partner with Google
Affects ads you see on this browser or device only
Examples of types of sites and apps that partner with Google
News
Travel
Shopping

Data & privacy

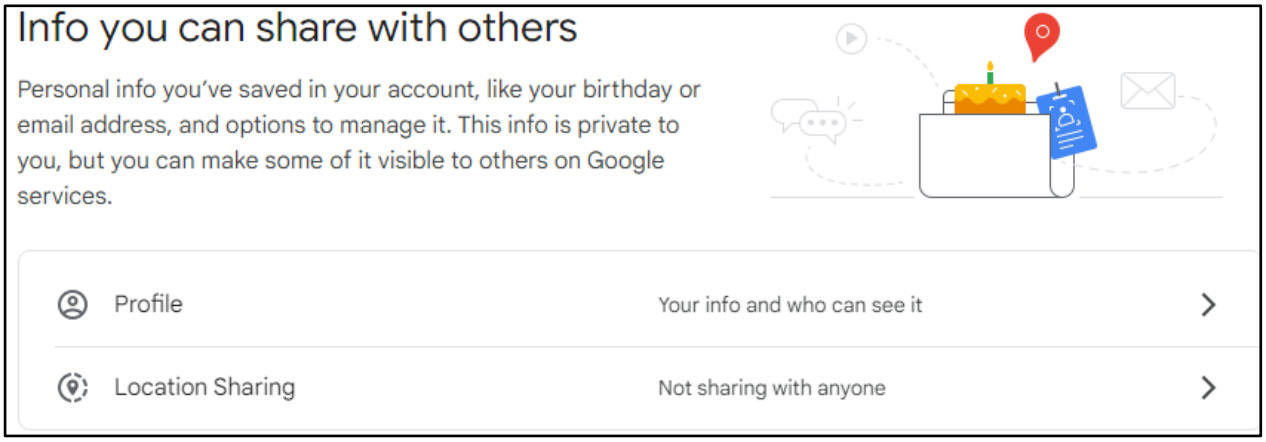
Next you have your “Personal results in Search.” Here you can choose if you want Google Search to show results based on data collected while you use your Google Account. To turn this off, Click on the highlighted arrow below, and ensure that the tab in the highlighted next to “Show personal results” is turned off.


Personal results in Search
You can decide whether Google Search shows you personal results based on info in your Google Account
On


Show personal results
Choose whether Search can show you personal results based on info in your Google Account
Personal results in Search include:
Autocomplete predictions from your Search history, so you can pick up where you left off. Learn more
Recommendations for you based on activity in your Google Account, like Discover stories, “what to watch,” or “where to eat”

Data & privacy

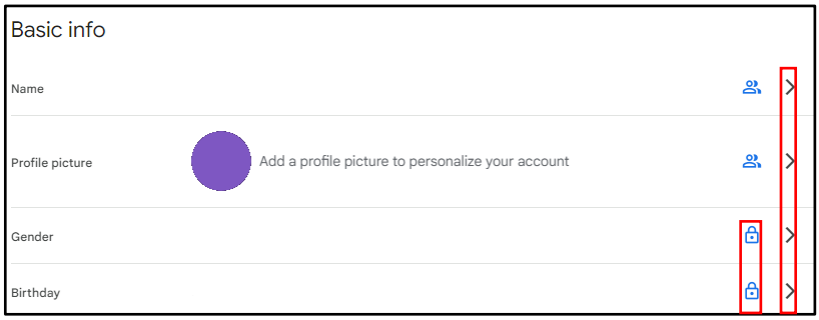
Next is “Info you can share with others,” where you can control your “Profile” and “Location Sharing.”

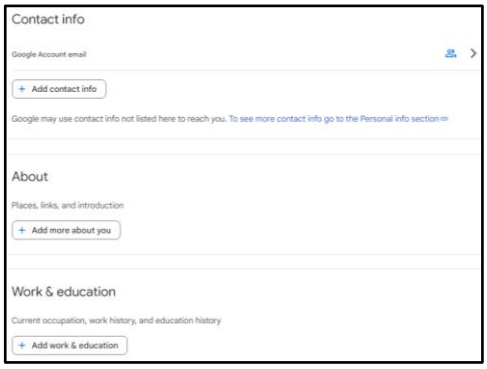

Info you can share with others
Personal info you've saved in your account, like your birthday or email address, and options to manage it. This info is private to you, but you can make some of it visible to others on Google services.
Profile
Your info and who can see it
Location Sharing
Not sharing with anyone

GOOGLE

Info you can share with others

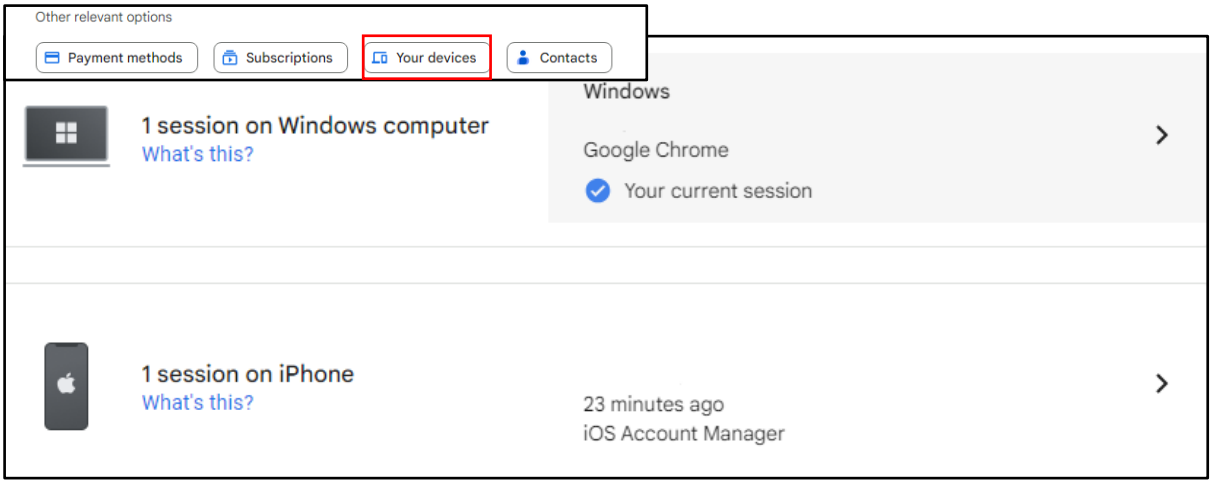
Still looking at the “Info you can share with others,” if you click the “Profile” tab, it will bring you to your “Basic info.” Here you can edit your “Name, Profile picture, Gender, and Birthday” by clicking on the arrows, as is highlighted below. It is recommended that any information that you can keep private, you do, indicated by the “Lock” highlighted below. You can also edit your “Contact info,” “About,” and “Work & education” section here.





Info you can share with others

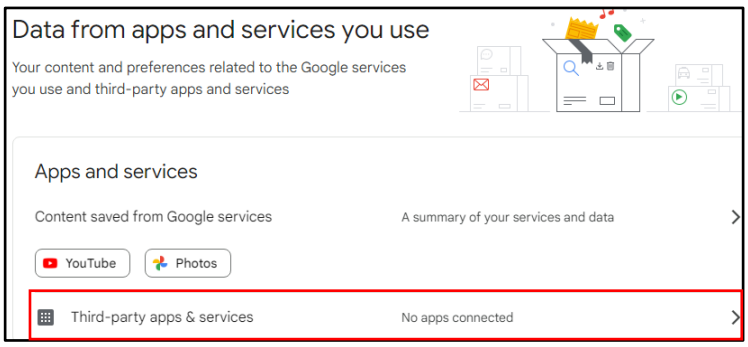
Back under “Info you can share with others,” under “Other relevant options,” you can manage your “Payment methods, Subscriptions, Your devices, and Contacts.” Under “Your devices,” it is a generally good practice to make sure that there aren't any devices you don’t recognize. If there are, make sure you log out of them and change your password.

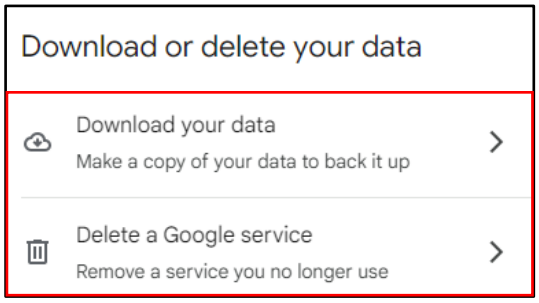


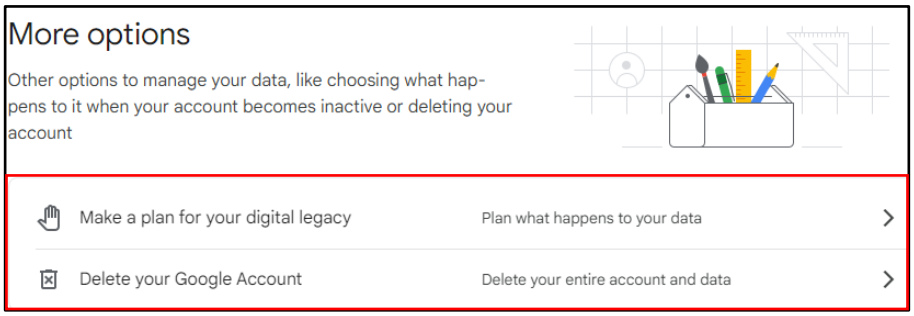
GOOGLE

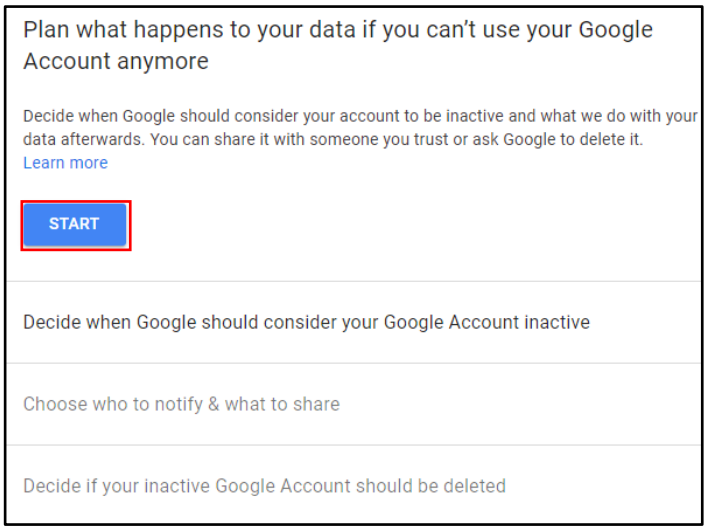
Data from apps and services you use

Under “Data from apps and services you use,” it shows the what “Third-party apps & services” you use and what content is saved from Google services. Here you can learn what data is shared to those third-party apps, and control what apps you want to disconnect from, if any. You can also choose to download or delete the data. Next, under the “More options” portion, you can choose to delete your entire “Google Account” along with all its data, or make a plan for your digital legacy.


Data from apps and services you use
Your content and preferences related to the Google services you use and third-party apps and services
Apps and services
Content saved from Google services
A summary of your services and data
YouTube
Photos
Third-party apps & services
No apps connected


Download or delete your data
Download your data
Make a copy of your data to back it up
Delete a Google service
Remove a service you no longer use


More options
Other options to manage your data, like choosing what happens to it when your account becomes inactive or deleting your account
Make a plan for your digital legacy
Plan what happens to your data
Delete your Google Account
Delete your entire account and data


Plan what happens to your data if you can’t use your Google Account anymore
Decide when Google should consider your account to be inactive and what we do with your data afterwards. You can share it with someone you trust or ask Google to delete it.
Learn more
START
Decide when Google should consider your Google Account inactive
Choose who to notify & what to share
Decide if your inactive Google Account should be deleted

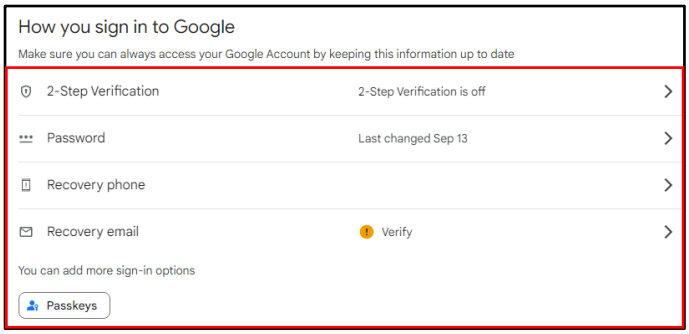
Data from apps and services you use

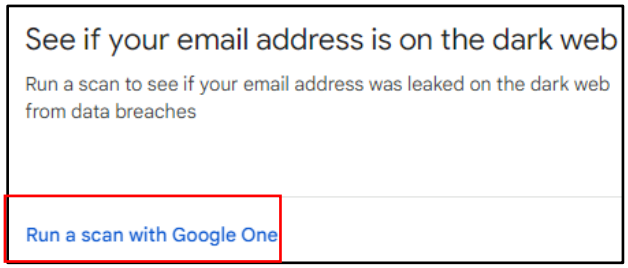
“Plan for your digital legacy” offers you the ability for if your account were to ever become inactive, like in the instance of death, that your data could be shared with someone you trust or be deleted by Google.

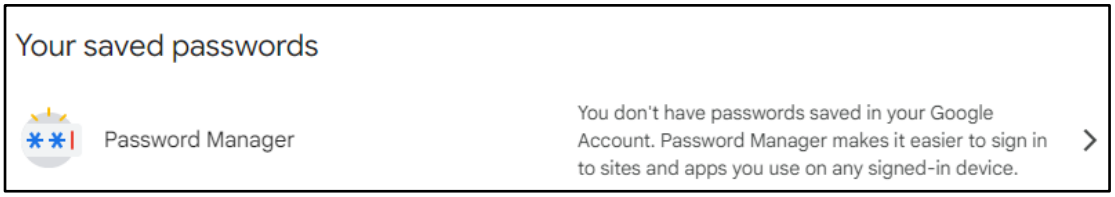
GOOGLE

Security

Navigate back to the “Home” screen, where you then can go to “Security” tab. Here you will be able to see “How you sign in to Google.” It is recommended that you ensure “2-Step Verification” is turned on and that you add both a “Recovery phone” and “Recover email.” If you scroll down, you can also run a scan with “Google One” to see if you email address appears on the dark web from data breaches, and also configure your “Password Manager.” It is not recommended that you use Google’s Password Manager as if someone gets into your email, they will have access to all those Passwords.

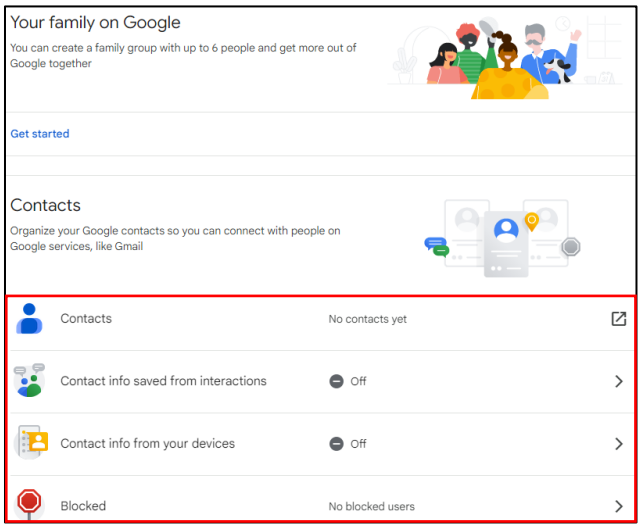

How you sign in to Google
Make sure you can always access your Google Account by keeping this information up to date
2-Step Verification
2-Step Verification is off
Password
Last changed Sep 13
Recovery phone
Recovery email
Verify
You can add more sign-in options
Passkeys

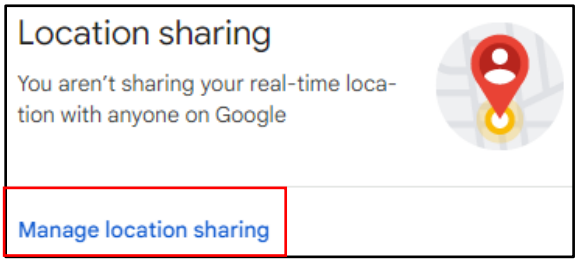

See if your email address is on the dark web
Run a scan to see if your email address was leaked on the dark web from data breaches
Run a scan with Google One


Your saved passwords
Password Manager
You don't have passwords saved in your Google Account. Password Manager makes it easier to sign in to sites and apps you use on any signed-in device.

People & sharing

Navigate back to the “Home” screen, where you then can go to “People & sharing” tab. Here, if you have children, you can set up a family group to monitor their activity. You can also organize your “Contacts” here. It is recommended that you do not import your Contacts from your devices to Google, and ensure it is turned off, as is highlighted below. You can also manage your “Location sharing.” It is recommended that you always have this turned to “Off.”


Your family on Google
You can create a family group with up to 6 people and get more out of Google together
Get started
Contacts
Organize your Google contacts so you can connect with people on Google services, like Gmail
Contacts
No contacts yet
Contact info saved from interactions
Off
Contact info from your devices
Off
Blocked
No blocked users



GOOGLE ALERTS

Background

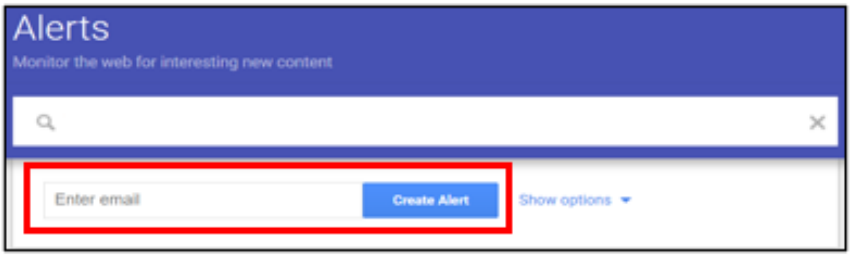
"Google Alerts" is a free Google feature that monitors the internet for mentions of any topic a user specifies. Google collects and packages all instances of these mentions and delivers them to the user as soon as Google finds the mention, daily, or weekly according to your preferences. For instance, you may choose to be notified anytime your name is mentioned in an article, when a specific job title is posted, or when your business is mentioned.

Step 1: Open the Website

To begin, type "Google Alerts" into your search engine, or you can go directly to the website: https://www.google.com/alerts. Bookmark this page for easier access in the future.

Step 2: Enter Your Search

Under "Alerts," enter the topic you would like to receive alerts about. As soon as you begin typing, a sample of your first alert will appear. If you are not getting the results you want, you can change your input right away. You may decide to set an alert for your own name to help monitor what might be on the internet about you, especially after you have reviewed the "Self-Assessment card."



Step 3: Create the Alert

Enter a valid email address where Google will send the results of your query. Then complete the process by clicking on the "Create Alert" button. If it doesn't ask for your email, you are likely already logged into your Google Account, and will receive the emails in the associated email account. You will receive an email from Google Alerts asking you to confirm or cancel this request. Once you confirm the request, you will begin receiving your alerts. Your first basic Google Alert is now complete.

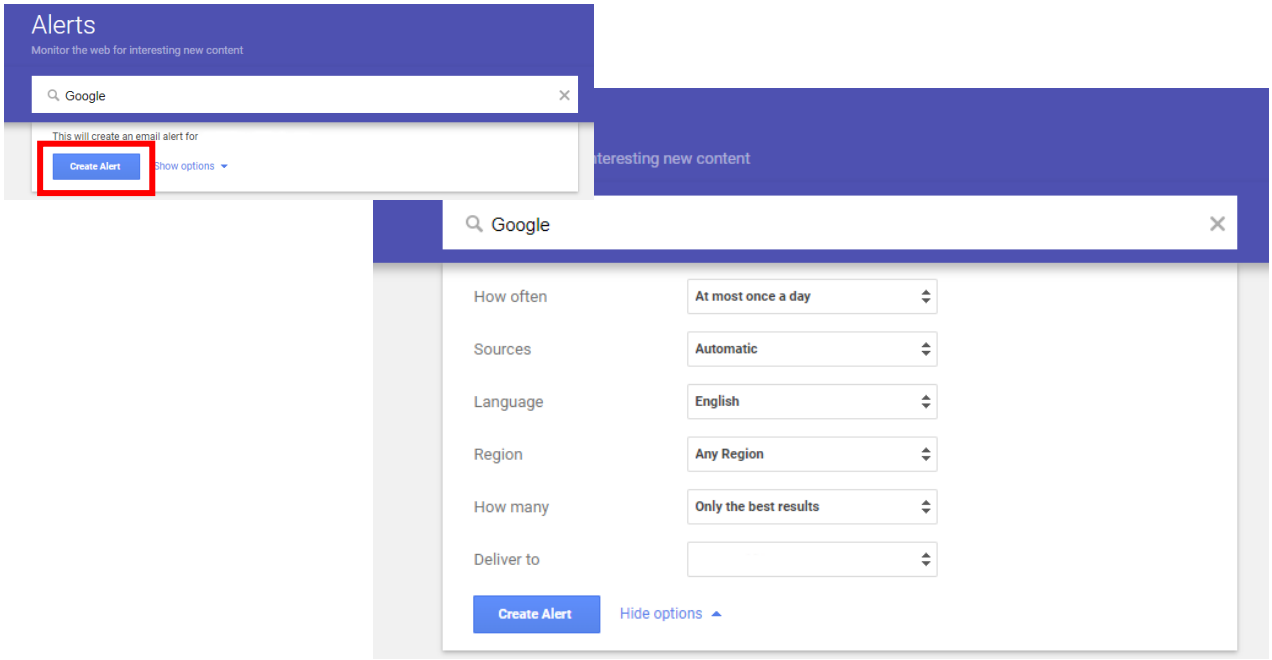
Tip: You can use the search box like you would in Google Search but avoid general terms or the vast majority of the results will be irrelevant and difficult to sift through. You can use advanced search commands, such as placing the search criteria in quotes for exact matches, searching on a specific site only, etc.

GOOGLE ALERTS

Step 4: Choose Search Parameters

Select “Show options” to adjust:

- How often you want to receive alerts (As it happens, Once per day, or Once per week)
- The source of the search (e.g., Automatic, Video, News, Web, Books)
- The language of the source website
- The region in which the search should take place (like the U.S., Egypt, Spain, etc.)
- How many search results you want to see (Only the best results or all results)
- Where to deliver the Google Alerts data (your email address or an RSS feed)



Modify or Delete Alerts

To modify an alert, select the “Edit” button next to the alert you wish to modify (see the “pencil” icon as highlighted below). You may now change the alert keywords, as well as any of the search parameters listed. To finish, select “Update alert” at the bottom.

To delete one or more of your alerts, you can do so easily by clicking the “trash can” icon next to the alert you wish to delete.

Tip: Emails from Google Alerts are sent from googlealerts-noreply@google.com. You might set up an email filtering rule for messages from that address so that they’re sorted into a special folder instead of in your inbox, where they can easily cause unnecessary clutter.

HIDDEN PHONE APPS

- **Do** periodically check your child's smart devices to ensure they have not downloaded anything you have not approved.
- **Do** think about using a monitoring service (as discussed in the Keeping Children Safe Online Smartcard) for your child/teen's smart devices, especially if you have given them the ability to download apps themselves.
- **Do** talk to your teens about the dangers of taking and sending compromising photos or videos on their smart devices and make sure they understand the **serious** consequences!
- **Don't** give your child/teen the password or authorization to download apps in their respective "App Store." Having them ask you for the password allows you to review any app they might want to put on their device.
- **Don't** allow your child to use "Messaging Apps" that instantly delete the content they hold. Allowing such apps will take away from your ability to help your kids navigate through smart device social norms.
- **Don't** allow children to set private passwords without sharing them with you. Always ensure that you can access your child/teen's phone.

What are Hidden Apps?

"Hidden" apps, "Vault" apps, or "Ghost" apps are apps that look innocuous, perhaps like a calculator, but they are actually used to hide pictures, videos, and messages on a smart device. Teens often use these apps because they want to hide their activity from their parents. Often, these apps require a password to enter the hidden area of the app. Some Vault apps go a step further and if the password is entered incorrectly, a picture of the individual attempting to gain access will be taken.

Android Hidden Apps	
	Gallery Vault – hide photos/videos, strong encryption
	LockMyPix – hide photos/videos, AES encryption
	Vaulty – hide photos/videos
	Keepsafe Photo Vault – hide photos/videos
	Secret Calculator Vault – hide photos/videos

iPhone Hidden Apps	
	Calculator# – hide photos/videos, strong encryption
	Private Photo Vault – hide photos/videos, AES encryption
	Secret Calculator Browser – hidden internet browser
	Keepsafe Photo Vault – hide photos/videos
	Secret Vault – hide photos/videos

HIDDEN PHONE APPS

How to Find Hidden Apps

One of the easiest ways to search for hidden apps on a smart device is to visit the devices respective App store (Apple or Google Play Store).

- Android device: In the “Google Play Store” select “Menu” (3 vertical lines in the “Search” box,) then select “My apps & games.” Next, select the “Installed” tab in the middle of your screen. Here you can review all the apps that have been downloaded to the device. Additionally, from your “Account” (under the same “Menu”) you can review “Purchase History” which will provide you an overview of all purchased apps.

- iPhone device: In the “App Store” find and select the “Account” icon, or “Profile Picture” at the top right of your screen. Then select “Purchased” and the account you want to review purchases from. If you have an “Apple Family Sharing Plan,” more than one account will appear.

Another way to review purchase history on a smart device is to find the “App Store” and search for “Hidden Apps.” Once a list of available apps appears on the screen, you can scroll through the list. If any “Hidden Apps” are downloaded on the device, it will be noted to the left side of the screen. This method may return inaccurate results due to some apps being miscategorized.

Red Flag Indicators

If your child seems to have more than one of any kind of app it may indicate that one of those apps is not what it appears to be. Redundancy in apps may indicate that one is a “Hidden App.”

If your child seems to try and hide his/her screen any time you enter the room, it may indicate he/she is trying to hide his/her phone activity from you.

How to Prevent Downloading Hidden Apps

- iPhone: iOS has an “Apple Family Sharing Plan” that allows parents to turn on a feature called “Ask to Buy.” When this feature is enabled, your child will not be able to download any apps without your approval. iOS has a built-in feature that can be controlled through the “Settings” of your iPhone. Simply go to the “Settings” section and find “Screen Time.” Select “Turn On Screen Time” > “Continue” > “This is My Child’s iPhone” > “Not Now” > “Not Now.” From there you can go in and set “Content & Privacy Restrictions” as well as a “Use Screen Time Passcode” to make sure that your settings are not changed by anyone who doesn’t have a password.

- Android: Android users can setup parental controls in the “Google Play Store” by creating a PIN and choosing the maturity levels you want to allow. Go to the “Google Play Store” > “Menu” > “Settings” > under “User Controls,” you will find “Parental Controls,” and other settings you can review to control what your children download. It is also important to note that where many of the “Hidden Apps” are concerned, “Google Play Store” rates them “E” for everyone. Android users can also create a password for authentication to authorize purchases. This feature is in the “User Control” section of your “Google Play Store” settings.

PAY APPS

• **Do** review all privacy settings and set them in accordance with your personal preference and acceptable risk level. Some mobile pay apps have a social side to them which may display your payment activity if not locked down.
• **Do** make sure you have an anti-malware app on your phone to protect your phone, and the information on your phone from getting into the wrong hands.
• **Do** make sure to periodically check transactions made on mobile pay apps. Make sure they are accurately showing up on the payment account you have linked to the app.

• **Don't** visit online banking or online shopping websites by clicking on a link you have received in an email or from a text message. Doing so may lead to fictitious websites and possible identity theft.
• **Don't** use unsecured wifi or public wifi networks while using mobile pay apps or for any online banking purposes.
• **Don't** download mobile pay apps from unofficial sites. It is recommended for all apps, not just mobile pay apps, that you use official stores such as the Apple and Google Play stores.

DEFINITION

Mobile wallets utilize technology the user already owns - a smartphone, for example - to allow the user to make in-store payments quickly and securely without having to use a credit or debit card. The term "digital wallet" may refer to either an electronic device that stores payment information (such as a smartphone) and/or the program or app used to make the payment, such as Apple Pay, Google Wallet, Samsung Pay, or PayPal.

RISKS

* Using mobile pay apps means that losing a smartphone is essentially equivalent to losing a wallet.
* Whoever finds a smartphone containing pay apps holds the keys to the owners' finances. This means you must be on the alert for cyber criminals.
* Using mobile pay apps increases the risk to the owner's payment and identity information if malware infects the smart device.

GAINS

* Unlike a traditional wallet, if the smart device is stolen there are levels of security that may limit or even prevent access to the contents of the device.
* A smart device owner may have the ability to delete all personal information or "wipe" the device remotely if it has been lost. A physical wallet is compromised immediately.
* Using physical debit or credit cards means the owner runs the risk of the card being copied upon scanning if the machine being used has been tampered with.

PAY APPS

	APP					
	Apple Pay	**Venmo**	**Facebook Messenger**	**Cash App**	**Zelle**	**Google Pay**
Security	High	Low-Medium	Medium-High	Medium-High	High	Medium-High
International Pay Feature	Yes, User must manually turn this feature on	No	Yes, limited	Yes, UK	No	Yes
Linked to Bank Account	Transfer to Bank account	Yes	Yes, only through a Visa or Mastercard debit card or PayPal account	Yes	Yes	Yes
Linked to Debit Card	Yes	Yes	Yes	Yes	Yes	Yes
Linked to Credit Card	Yes + Fee	Yes +Fee	Yes	Yes + Fee	No	Yes
Paying on the Web	Yes, if accepted and while using an Apple device.	Yes, if accepted and while using a smart device where App is loaded.	Yes, through Facebook ads, Marketplace and groups. **See Cons	Yes, with Cash Card or other payment system such as Google Pay	No	Through PayPal
In Store Payments	Yes, where accepted	Limited acceptance at retailers.	No	Yes, with Cash Card or other payment system such as Google Pay.	No	Yes
Pros	Rated most secured payment app. Accepted at some major universities.	User friendly. Owned by PayPal.	Secure payment method for friends and family. User friendly.	Easy to use and friends do not need the app to receive money. Can purchase and sell Bitcoin.	Works directly with your bank app.	Offers a money back guarantee, pay bills and reload mobile phones. Powered by PayPal.
Cons	Transfers can only be made to other Apple device users. Only works with Apple devices.	**Default privacy setting shares your payment history with the world.** Scammers are known to take advantage of Venmo.	Limited use. No ability to stop a payment on your end once you send it (however, receiver can reject it.) Payment protection only applies to payments made to family and friends.	Not widely accepted. Customer service limited to messaging in app, no call center.	If money is sent to the wrong person or user becomes a victim of fraud or scam, Zelle will not reimburse you.	There is a minimum payment for use. Requires Gov. issued ID as well as a proof of residency. They may also require a bank statement.

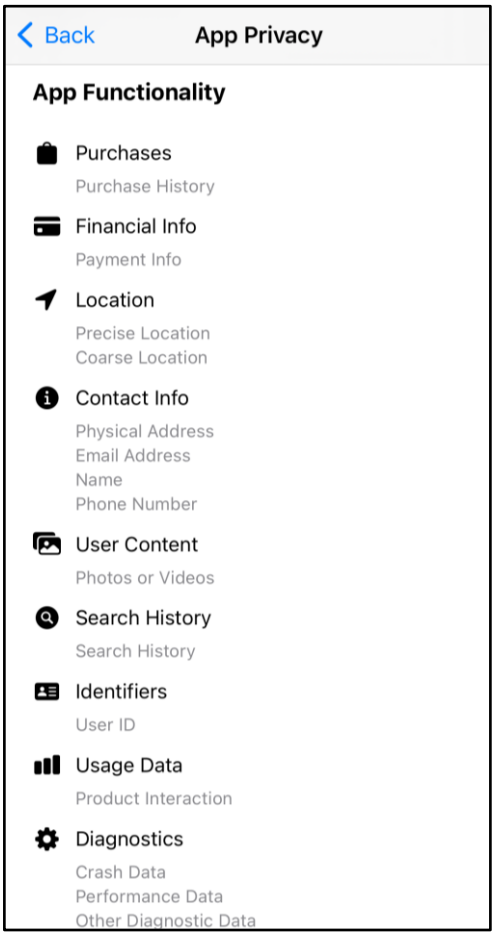
The privacy policy for each "Pay App" states what agreements a user consents to when signing up for the application. While each app has different information that is stored and/or shared, they all have a common theme. Many applications collect your name, date of birth, email address, telephone number, name of financial institution, financial account numbers, additional information from consumer reporting agencies, people you invite to use the application, the operating system on the device, etc. The company may be able to keep your information for an indefinite period of time, depending on what the privacy policy states.

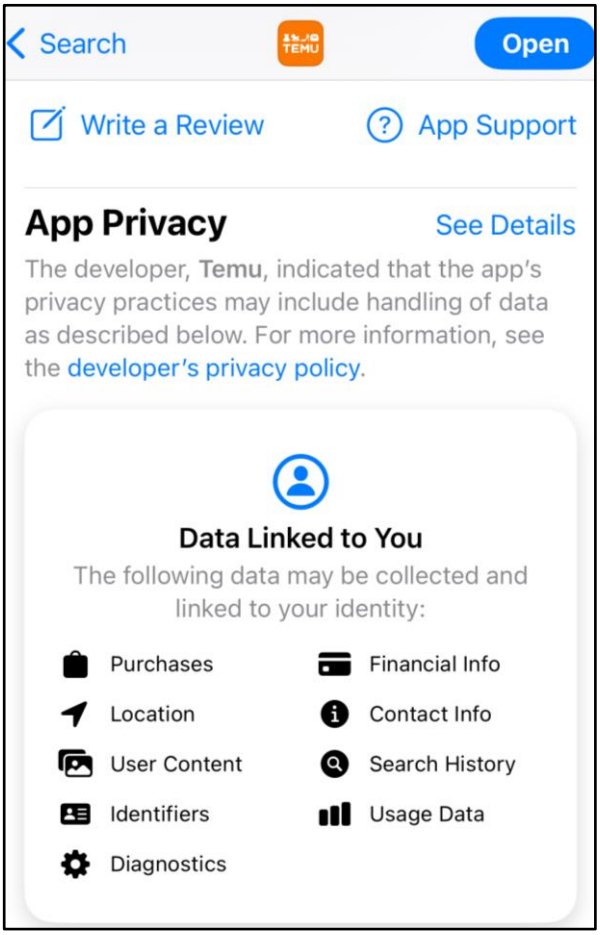
TEMU

- **Do** opt out of personalized data. Temu is owned by a company based in China, opting out helps prevent your data from being gathered and redistributed without your knowledge.
- **Do** ensure family members take similar precautions with their accounts. Their privacy settings can expose your personal data.
- **Do** use a picture of something other than yourself for your profile photo. Profile photos are publicly viewable.
- **Don't** provide any identifiable information (e.g., name, hobbies, job title, etc.) on your profile.
- **Don't** link any other accounts to your Temu account. This will limit what outsiders can find out about you, to include your pattern of life, interests, and hobbies.
- **Don't** fall for scams on Temu or from emails that appear to be from Temu.
- **Don't** forget you are buying from international sellers. There is potential for identity theft and scams.

Downloading Temu

When you download Temu on your phone, if you scroll down you can see the "App Privacy" details. Here you can see all the data that is collected on you, as depicted in the pictures here.

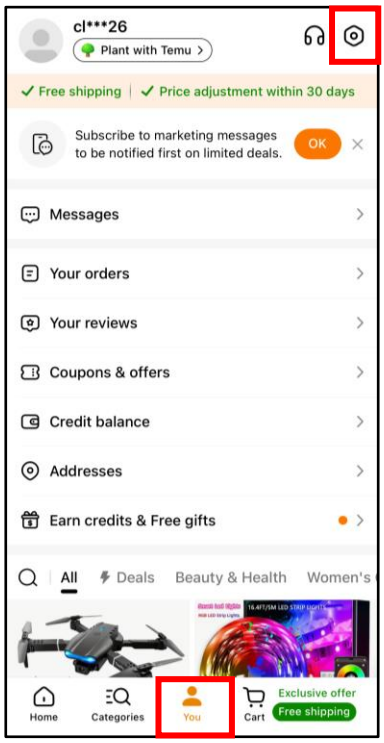


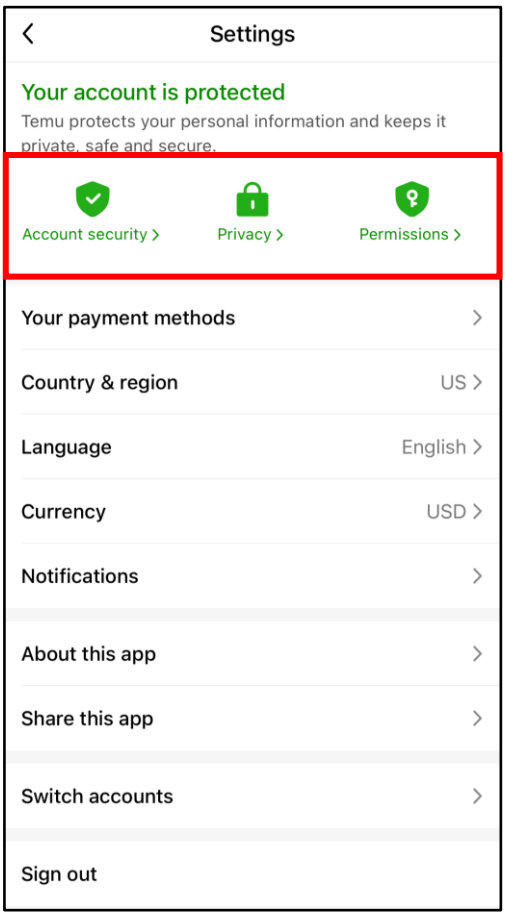


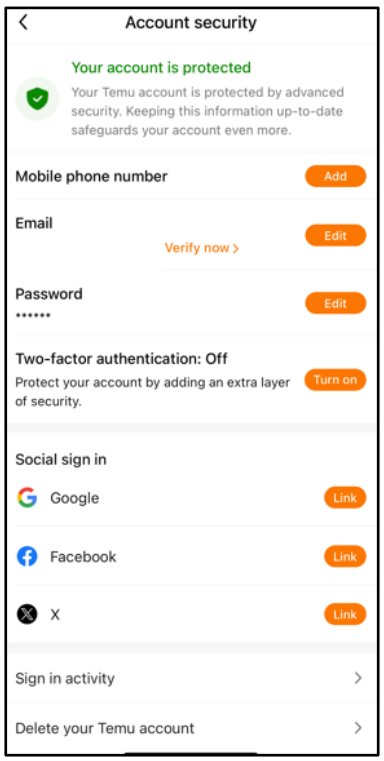
TEMU

Temu

Once Temu is downloaded, navigate down to the “You” tab, as highlighted in red below. Once here, at the top right, click on the “Settings” cog. After that, you can access “Account security,” “Privacy,” and “Permissions.”







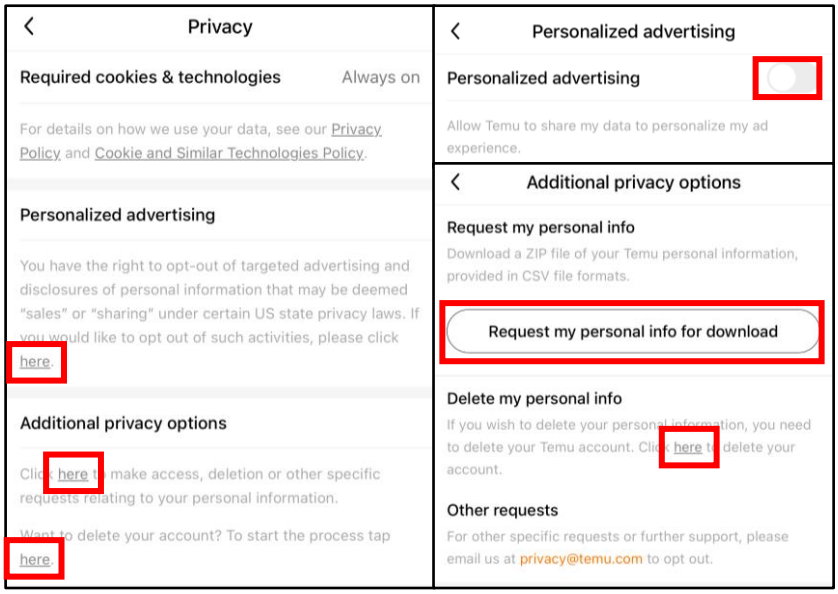
Account Security

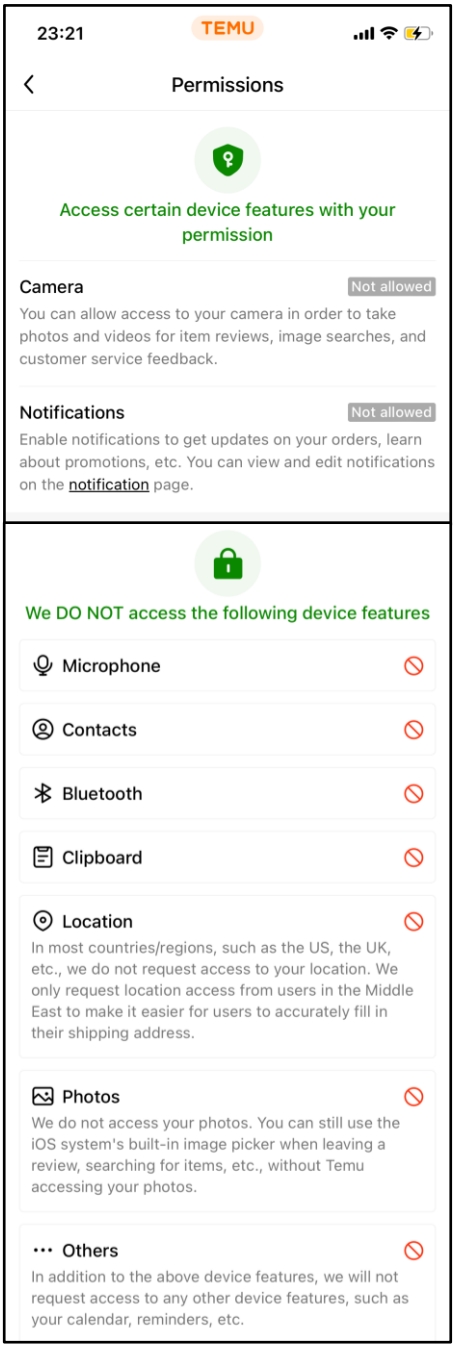
Under “Account Security,” you can access “Two-factor authentication.” It is recommended to turn this on. It is **not** recommended you link any other socials with your Temu account. You can also see your “Sign in activity,” in case someone has accessed your account. If you no longer plan on using Temu, you should “Delete your Temu account” and remove the app from your phone.

TEMU

Privacy

Under “Privacy,” it is recommended that you turn off your “Personalized advertising.” You can also go under “additional privacy options” to request deletion of your personal information.


Privacy
Required cookies & technologies
Always on
For details on how we use your data, see our Privacy Policy and Cookie and Similar Technologies Policy.
Personalized advertising
You have the right to opt-out of targeted advertising and disclosures of personal information that may be deemed “sales” or “sharing” under certain US state privacy laws. If you would like to opt out of such activities, please click here.
Additional privacy options
Click here to make access, deletion or other specific requests relating to your personal information.
Want to delete your account? To start the process tap here.
Personalized advertising
Personalized advertising
Allow Temu to share my data to personalize my ad experience.
Additional privacy options
Request my personal info
Download a ZIP file of your Temu personal information, provided in CSV file formats.
Request my personal info for download
Delete my personal info
If you wish to delete your personal information, you need to delete your Temu account. Click here to delete your account.
Other requests
For other specific requests or further support, please email us at privacy@temu.com to opt out.


23:21
TEMU
Permissions
Access certain device features with your permission
Camera
Not allowed
You can allow access to your camera in order to take photos and videos for item reviews, image searches, and customer service feedback.
Notifications
Not allowed
Enable notifications to get updates on your orders, learn about promotions, etc. You can view and edit notifications on the notification page.
We DO NOT access the following device features
Microphone
Contacts
Bluetooth
Clipboard
Location
In most countries/regions, such as the US, the UK, etc., we do not request access to your location. We only request location access from users in the Middle East to make it easier for users to accurately fill in their shipping address.
Photos
We do not access your photos. You can still use the iOS system's built-in image picker when leaving a review, searching for items, etc., without Temu accessing your photos.
Others
In addition to the above device features, we will not request access to any other device features, such as your calendar, reminders, etc.

Permissions

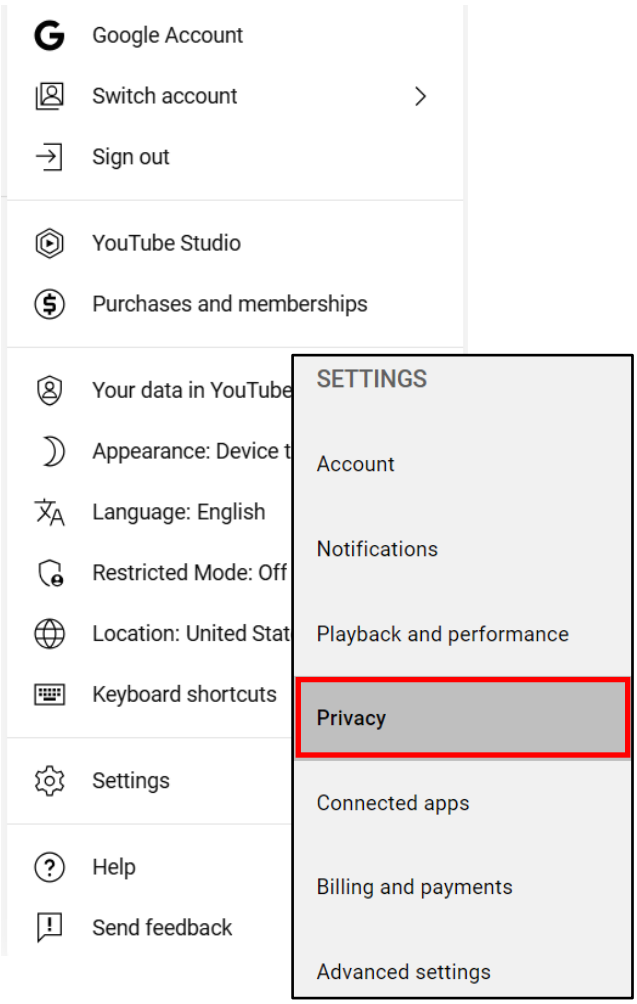
Under “Permissions,” you can see the permissions that Temu does and does not have with your device. To the left is shown what the application does not have access to. It is recommended that you do not allow Temu to have access to your “Camera.”

Additional Notes

It is recommended that you use the Temu website instead of the application, as the application collects more data. There are many people reporting that after using Temu to purchase items, their bank accounts have been hacked. Temu underwent a class action lawsuit for having malware/spyware embedded in the app. It is recommended that you **DO NOT USE** Temu.

YOUTUBE

- **Do** monitor the videos that your children are watching, even if they are in "Restricted Mode."
- **Do** use Two-Factor Authentication to protect all your information. Enable this function via your Google Account.
- **Do** set all your videos to "Unlisted" or "Private" so that you maintain full control over who can see them.
- **Don't** allow your children to post "Public" videos to their YouTube account. Posting public videos allows "subscribers" (strangers) to follow your children on YouTube.
- **Don't** ignore the "Comments" and feedback on your published videos. Review them to make sure they are appropriate.



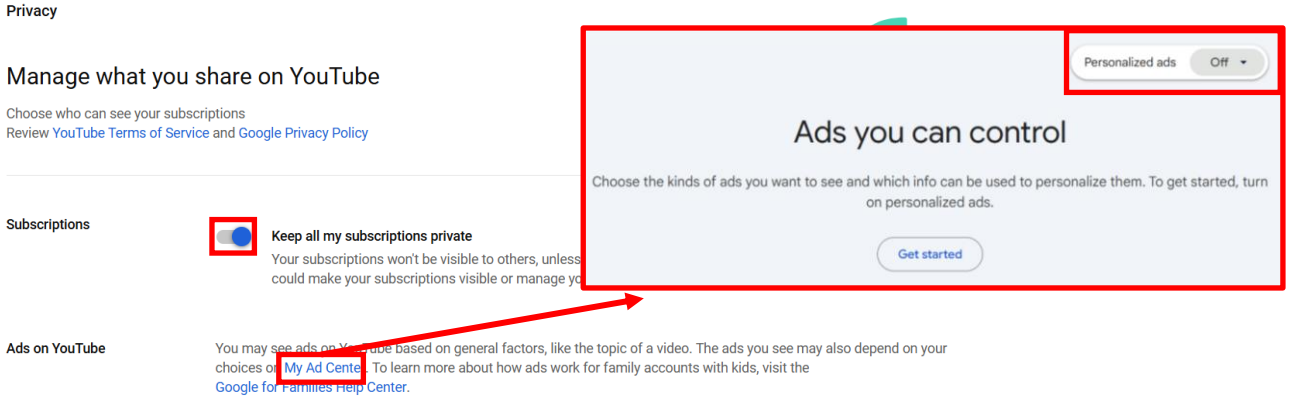
Privacy and Ad Settings

Your "YouTube Account" (if you have one) is connected to your "Google Account," meaning your Google email and password are used to sign into YouTube. To set your security and privacy settings on YouTube, let's begin with "Settings."

Look to the top right of your screen and select your "Google Profile" picture (in Red to the left). From the dropdown menu, select "Settings," and then select "Privacy."

In the "Privacy" section, scroll through each setting to make sure they are locked down. It is recommended you keep all sections in "Manage what you share on YouTube" private, so set the toggles to "On" or "Check" the boxes.

In the section "Ads based on my interest," we recommend turning this feature off because it must collect data from you in order to work properly. Disable the "Google Ads Settings" by selecting "Google Ads Settings," then set the toggle to "Off" as seen below.

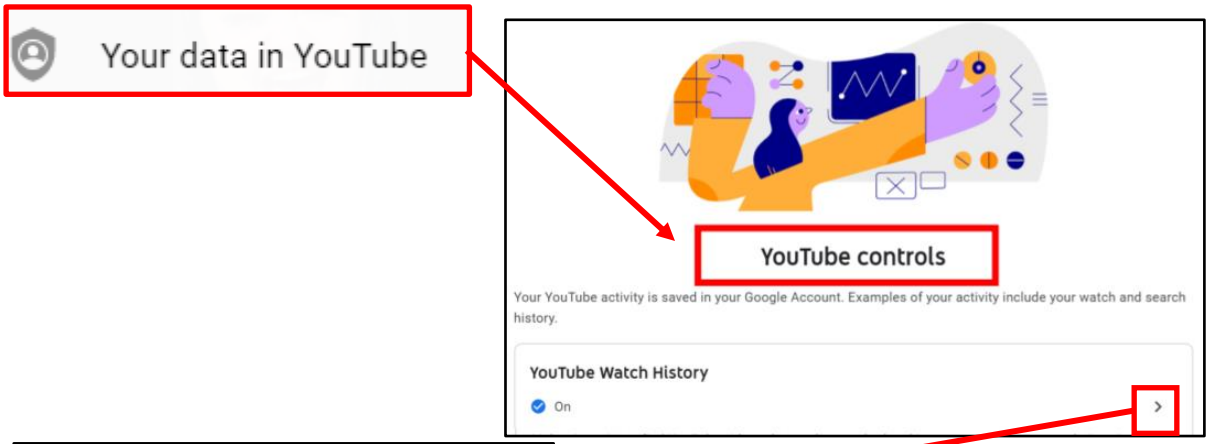

Privacy
Manage what you share on YouTube
Choose who can see your subscriptions
Review YouTube Terms of Service and Google Privacy Policy
Subscriptions
Keep all my subscriptions private
Your subscriptions won't be visible to others, unless
could make your subscriptions visible or manage yo
Ads on YouTube
You may see ads on Y ube based on general factors, like the topic of a video. The ads you see may also depend on your
choices on My Ad Center. To learn more about how ads work for family accounts with kids, visit the
Google for Families Help Center.
Personalized ads
Off
Ads you can control
Choose the kinds of ads you want to see and which info can be used to personalize them. To get started, turn on personalized ads.
Get started

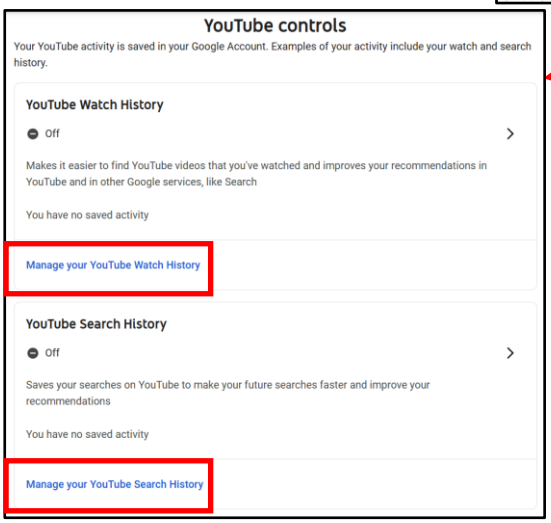
SAFEGUARD *Digital Identity Protection Toolkit*

YOUTUBE

Delete History

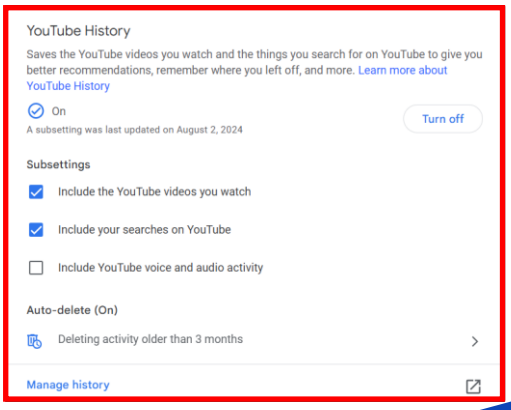
Another important feature located at the bottom of your “Account Menu” (from your “Google Profile” icon) is the “Your data in YouTube” tab. Just as it is important to clear your browser history on your search engines, it is important to manage and clear your history on your YouTube account. Select “Your data in YouTube.” On the next page, scroll down to “YouTube Controls” and select “Manage your YouTube Watch History.”


Your data in YouTube
YouTube controls
Your YouTube activity is saved in your Google Account. Examples of your activity include your watch and search history.
YouTube Watch History
On


YouTube controls
Your YouTube activity is saved in your Google Account. Examples of your activity include your watch and search history.
YouTube Watch History
Off
Makes it easier to find YouTube videos that you've watched and improves your recommendations in YouTube and in other Google services, like Search
You have no saved activity
Manage your YouTube Watch History
YouTube Search History
Off
Saves your searches on YouTube to make your future searches faster and improve your recommendations
You have no saved activity
Manage your YouTube Search History

Look to the left of your screen to see a menu of available options to manage and delete your history.

It is recommended you select “Delete activity by,” then select “All time,” which will delete your entire history. You can also set up automatic deletions.

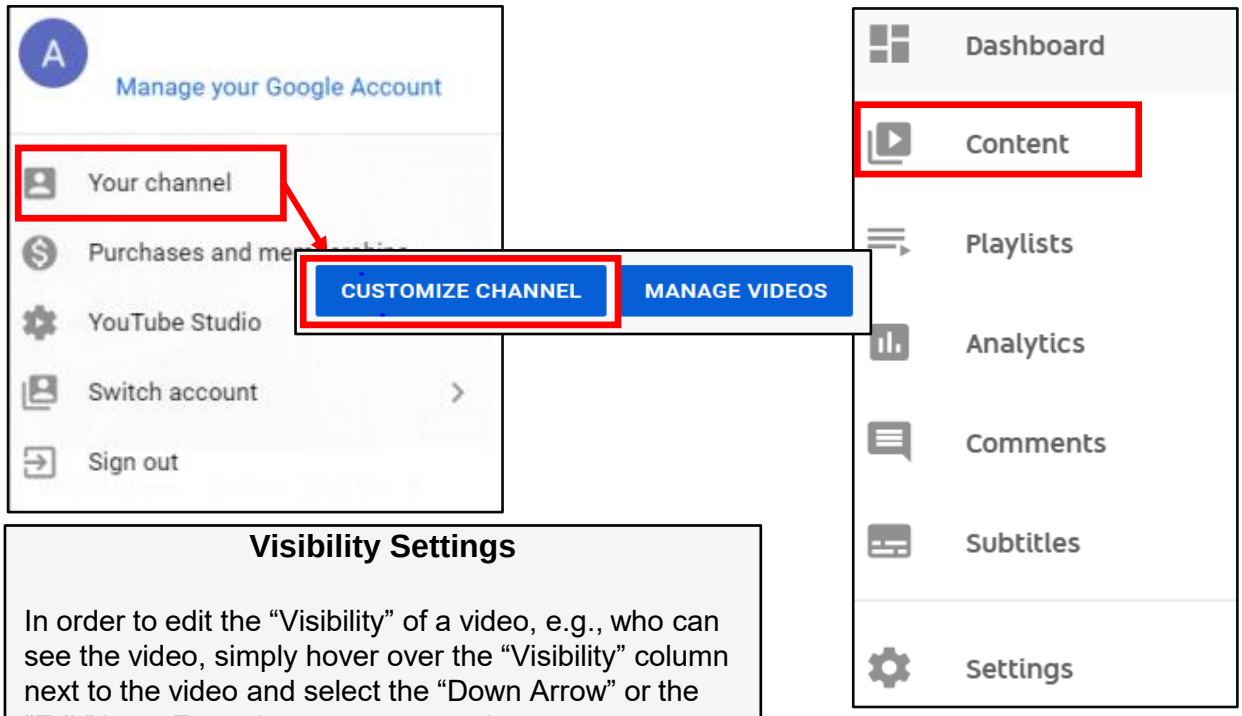

YouTube History
Saves the YouTube videos you watch and the things you search for on YouTube to give you better recommendations, remember where you left off, and more. Learn more about YouTube History
On
Turn off
A subsetting was last updated on August 2, 2024
Subsettings
Include the YouTube videos you watch
Include your searches on YouTube
Include YouTube voice and audio activity
Auto-delete (On)
Deleting activity older than 3 months
Manage history

You can also delete history on your mobile device. Select your “Google Profile” icon, then select “Settings,” then “History & privacy.” Follow the prompts to “Clear watch history” and “Clear search history.”

YOUTUBE

Who Can See Your Videos?

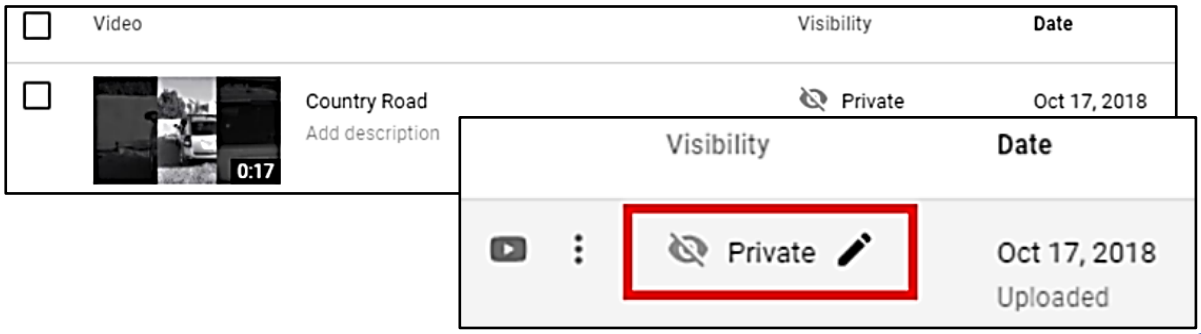
One of the main uses for YouTube is of course uploading and watching videos. In order to upload your videos and create privacy settings you must first locate your "Video Manager." Select the "Google Profile" icon, and on the drop-down menu select "Your Channel." Then press the blue "Customize Channel" button ("Manage Videos" on mobile app). Here you will be able to upload and edit videos.



Visibility Settings

In order to edit the "Visibility" of a video, e.g., who can see the video, simply hover over the "Visibility" column next to the video and select the "Down Arrow" or the "Edit" icon. From the pop-up menu that appears, you can choose "Private," "Unlisted," or "Public" – it is recommended you select "Unlisted."

On your phone, you will select the menu button to the right of the video, hit "Edit" and select "Private."



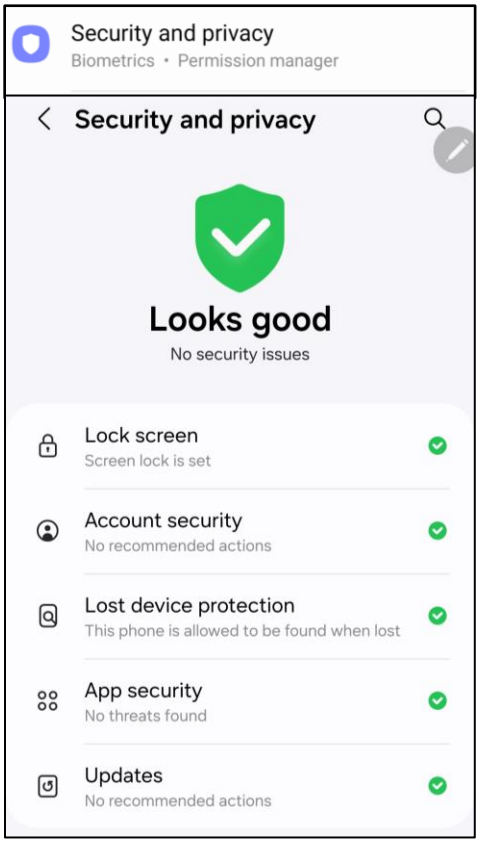
The "Unlisted" privacy setting on YouTube means that your video is only visible to viewers who have a link to the video. "Private" means only you can view the video. "Public" means anyone can search for the video and view it, react to it, and comment on it. Once a video is uploaded to YouTube and made "Public" there is no real way to pull it back or protect it from comments, shares, likes, etc.

ANDROID PRIVACY SETTINGS

- Smartphones and tablets are not impenetrable. Secure your smartphone with a password or biometric lock and utilize apps such as “Find My Device” or “Prey Anti Theft” to locate lost or stolen devices.
- All smartphones and tablets have cameras and microphones that can be remotely activated. Consider your device when you are in certain places or having private conversations.
- Bluetooth and wireless-capable devices are convenient but easily exploitable by hackers. Use a VPN if possible, and always avoid public wireless networks.
- Prior to downloading apps on your device, read the developer’s permissions. Many apps request permission to access your camera, microphone, text messages, and phone contacts.
- Keep location services turned off until they are needed. Otherwise, your daily movements are likely being tracked. Don’t worry, location services are always available to 911 and first responders even when turned off.
- If you have a google account, you can use your google credentials to login at “maps.google.com/location history” to see your device location history for the last year or more.

***Note:** Due to the existence of varying Android manufacturers, the instructions in this Smartcard may vary slightly depending on the device being used.

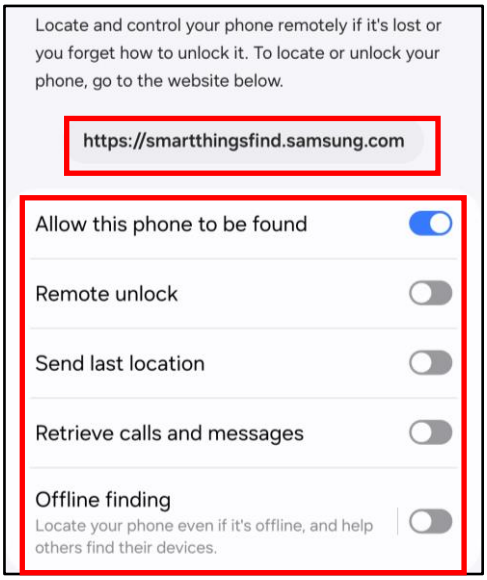
System Update: The most important thing you can do to keep your information secure is to ensure your device is updated. In order to make sure your Android is up to date with the latest version, first go to “Settings,” then scroll to the bottom and select “Software Update.”



Security and Privacy

Under the “Settings” tab, navigate down to your “Security and privacy” section. Once there it will show you the section as depicted on the left. If everything is up to date, you will see the “Looks good” with a green check mark as depicted next to it. If not there will be a red “X.” It is recommended to always make sure that your phone has the most up to date security sections. Those sections include your “Lock screen,” “Account security,” “Lost device protection,” “App security,” and “Updates.” If any of these have the red “X,” the device will walk you through how to rectify the security issue.

ANDROID PRIVACY SETTINGS

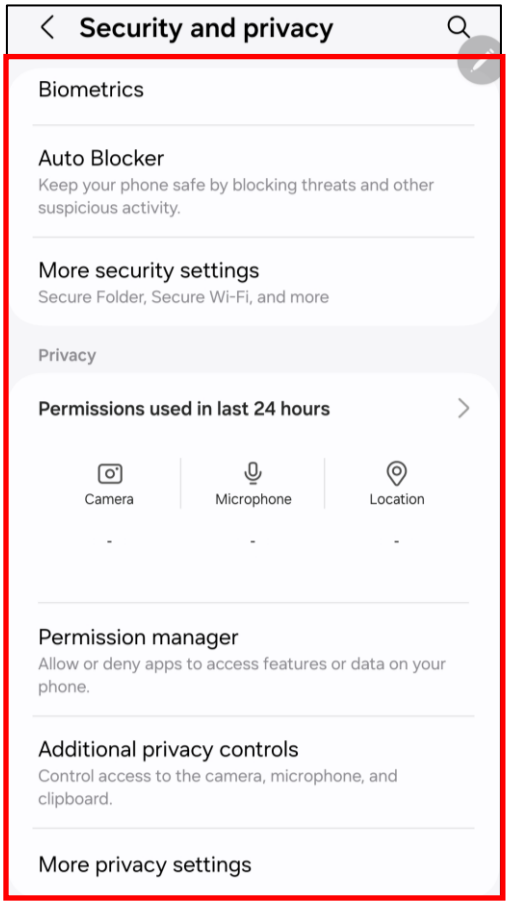

Locate and control your phone remotely if it's lost or you forget how to unlock it. To locate or unlock your phone, go to the website below.
https://smartthingsfind.samsung.com
Allow this phone to be found
Remote unlock
Send last location
Retrieve calls and messages
Offline finding
Locate your phone even if it's offline, and help others find their devices.

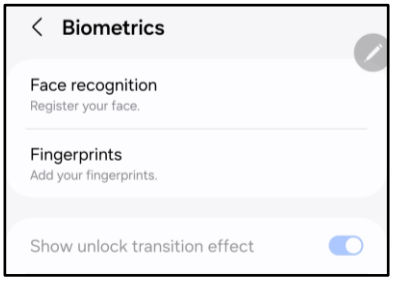
Security and Privacy

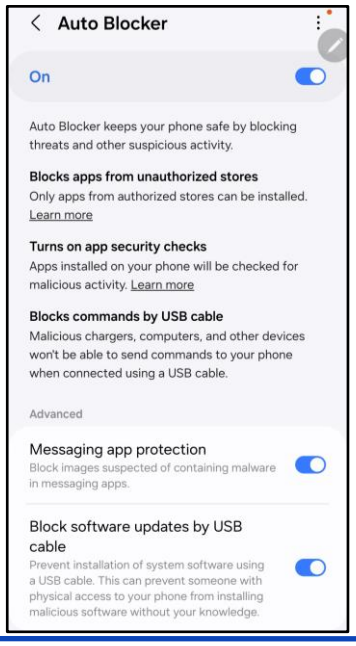
Still under the “Security and Privacy” tab, Click on the “Lost device protection” tab. Here you can go to the website listed below to locate or unlock your device. It is recommended you go through these settings and choose what is best suited to your needs.

Security and Privacy

If you continue to scroll down, you will reach the next sections “Biometrics,” “Auto Blocker,” “More security settings,” “Permission manager,” “additional privacy controls,” and “More privacy settings.” Starting with Biometrics, you can register with “Face Recognition” and “Fingerprints.” It is recommended to have facial recognition on, as if someone gets your pin, then they wont be able to bypass the facial recognition part.


Security and privacy
Biometrics
Auto Blocker
Keep your phone safe by blocking threats and other suspicious activity.
More security settings
Secure Folder, Secure Wi-Fi, and more
Privacy
Permissions used in last 24 hours
Camera
Microphone
Location
Permission manager
Allow or deny apps to access features or data on your phone.
Additional privacy controls
Control access to the camera, microphone, and clipboard.
More privacy settings




Auto Blocker
On
Auto Blocker keeps your phone safe by blocking threats and other suspicious activity.
Blocks apps from unauthorized stores
Only apps from authorized stores can be installed.
Learn more
Turns on app security checks
Apps installed on your phone will be checked for malicious activity. Learn more
Blocks commands by USB cable
Malicious chargers, computers, and other devices won't be able to send commands to your phone when connected using a USB cable.
Advanced
Messaging app protection
Block images suspected of containing malware in messaging apps.
Block software updates by USB cable
Prevent installation of system software using a USB cable. This can prevent someone with physical access to your phone from installing malicious software without your knowledge.

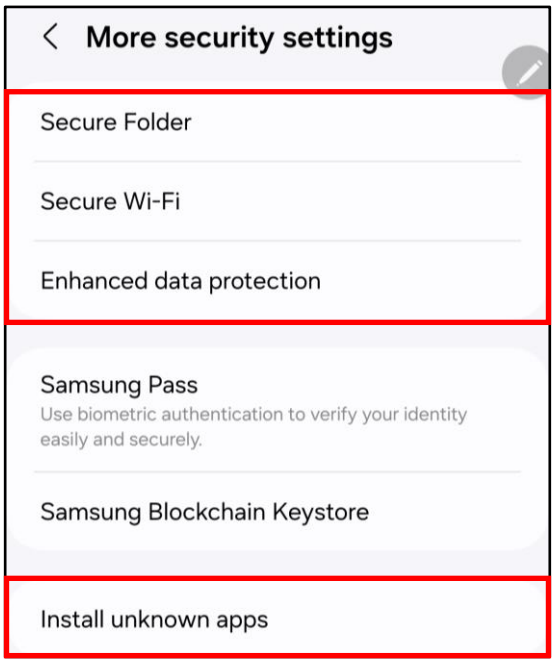
Auto Blocker

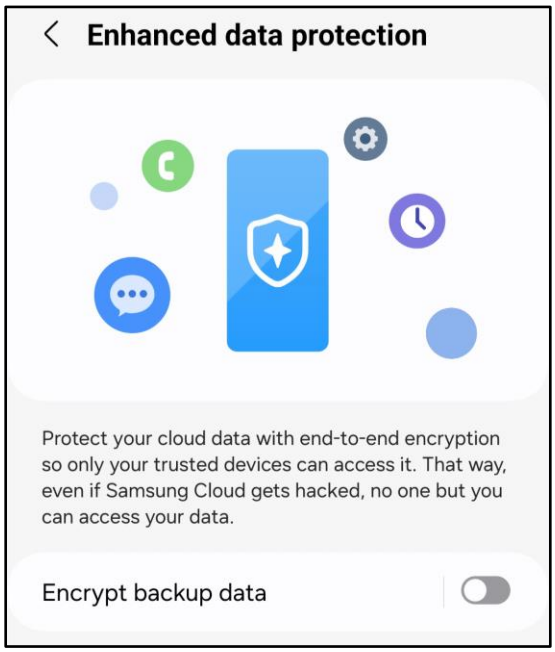
For “Auto Blocker,” it is recommended to have it turned on. “Auto Blocker’s” function is to block threats and suspicious activity from apps and commands by USB Cables.

ANDROID PRIVACY SETTINGS

More Security Settings

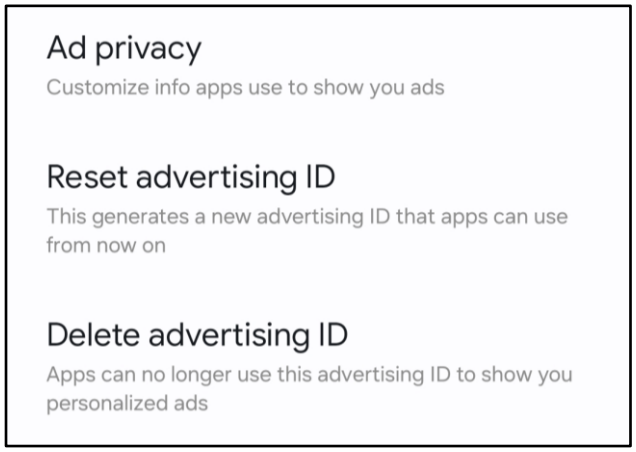
Under “More security settings,” click on “Secure Folder” if you would like to set it up where your apps on the device are password, pin, or biometric protected. *Note: If this is enabled, it may limit some actions, like sharing photos. For “Secure wifi,” it is a built in VPN to your system, if you are already using a VPN, it is recommended you leave this alone. For “Enhanced data protection,” you can choose to enable this to protect your cloud data with end to end encryption. It is **NOT RECOMMENDED** to use the “Install unknown apps” feature as you could download malicious software with it.




Enhanced data protection
Protect your cloud data with end-to-end encryption so only your trusted devices can access it. That way, even if Samsung Cloud gets hacked, no one but you can access your data.
Encrypt backup data

More Privacy Settings

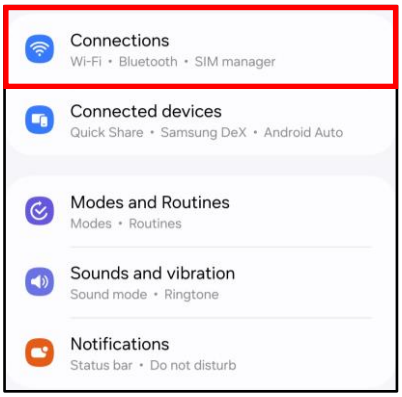
Under “More privacy settings,” navigate down to “Ads.” Here you can control your “ad privacy” settings. You are also able to “Reset advertising ID” and “Delete advertising ID.” It is recommended that you “Delete advertising ID,” so that apps are no longer to gain information from the ID.

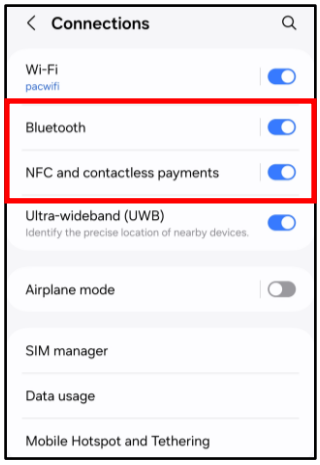

Ad privacy
Customize info apps use to show you ads
Reset advertising ID
This generates a new advertising ID that apps can use from now on
Delete advertising ID
Apps can no longer use this advertising ID to show you personalized ads

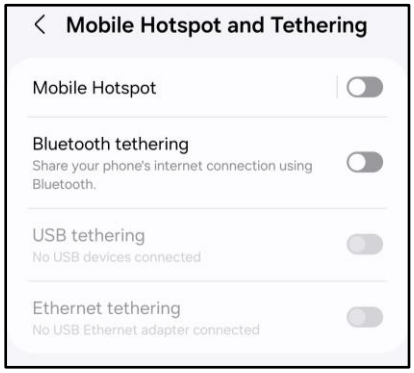
ANDROID PRIVACY SETTINGS

Mobile Hotspot, Bluetooth and Wifi

Mobile hotspot devices can be purchased and used for connecting to the Internet remotely, but without connecting to public wifi, which is always discouraged. Most Android smartphones have a "hotspot" feature that allows you to connect to the Internet (for instance on your laptop) remotely. By turning on this feature, your phone uses its cellular data to create a "Wifi Hotspot." You can turn this option on and off under "Settings" > "Connections" > "Tethering and Mobile HotSpot." Bluetooth is a wireless technology for exchanging data over short distances from fixed and mobile devices. When Bluetooth is enabled on your device, hackers could gain entry to your device and obtain contacts, messages, calendars, photos, and notes, or install malware without you even knowing. To disable Bluetooth, go to "Settings" > "Connections" > and then turn off "Bluetooth."



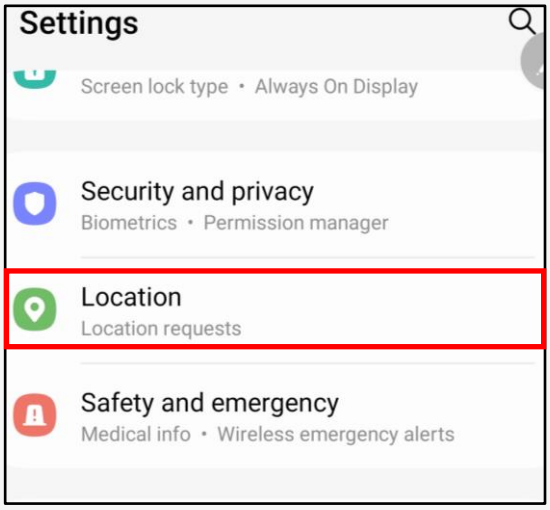




Note: We always recommend avoiding public Wifi networks because they are unsecure. If you must use one, avoid logging into accounts that require passwords, and use a VPN client to encrypt online transactions.

Location Services

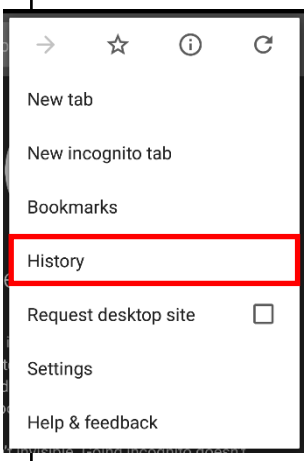
Whenever you take a photo, data on your location is saved inside of the photos (called EXIF data). When you send that photo to someone or post it online, data on where you took the photo may be available to those who know how to view it. If youpost a picture that you took from your home, anyone that can view it may be able to figure out where you live and more.
To disable your location from being shared, select "Settings" and scroll down to "Location." Disable your location services by switching the toggle to "off."

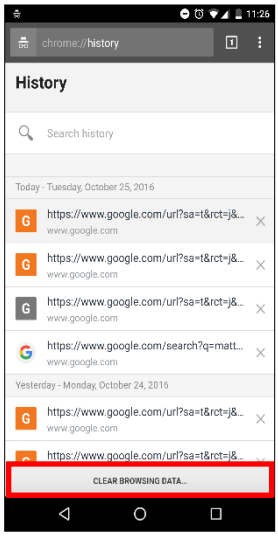


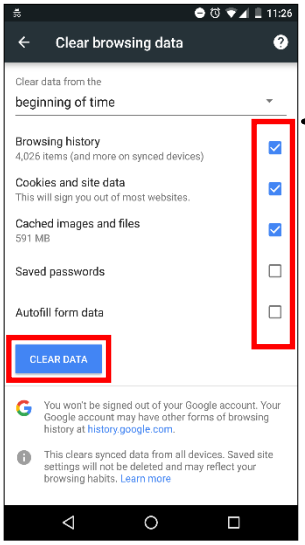
ANDROID PRIVACY SETTINGS

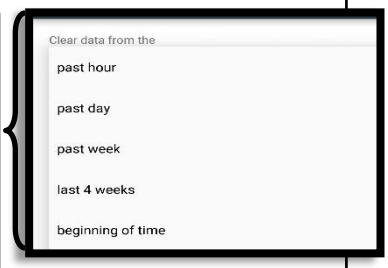
Internet Privacy Settings

Browser history and cookies are tracked when browsing the web from your mobile devices. To ensure privacy, open your browser (Chrome) and tap the three dots in the upper right-hand corner. Tap “History” then “Clear Browsing Data” at the bottom (or top) of the screen. On the next screen, select the applicable boxes (use the below screen shot as an example) and tap the blue “Clear Data” button.





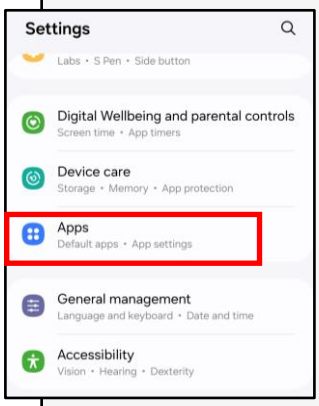


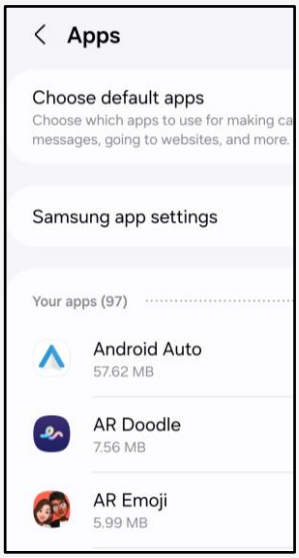


You have the option here to tap the drop-down arrow and select a date range of data to be deleted. If you get in the habit of clearing your browser history, cookies, and cache, then taking this step will become less important.

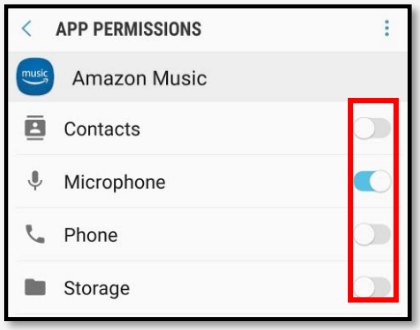
Application Manager

The applications you load access different capabilities on your device, regardless of whether they are active or working in the background. You can see, and to some degree control, what access each application has in the “Application Manager.”





Go to “Settings” > “Apps” then tap the app you want to view. Then tap “Permissions.” This will show you what permissions are granted when you accept the user agreement to download the app. In most instances these permissions can be controlled individually.



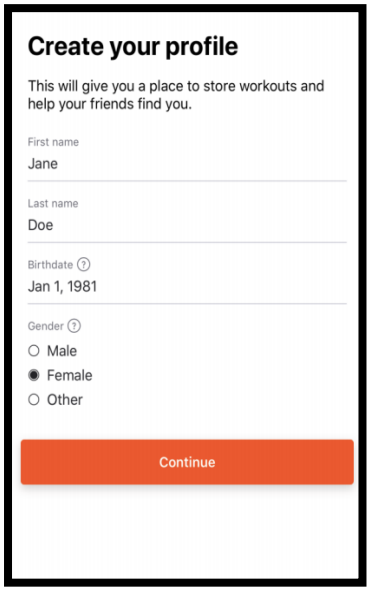
FITNESS APPS

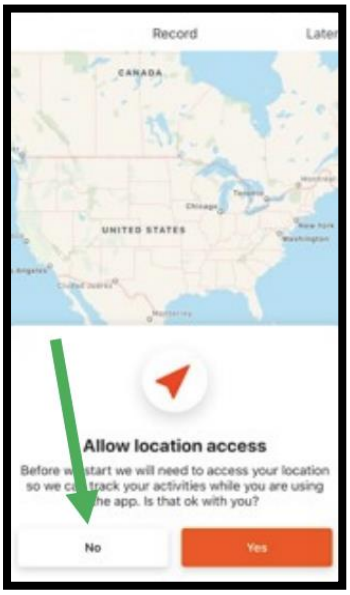
- **Do** make sure your profile is not set to "public." Also, limit what information you put on your profile even if it is set to "private."
- **Do** keep your fitness app activity set to "private" by default so that your routes cannot be tracked online.
- **Do** ensure that family members take similar precautions with their accounts.
- **Do** use a picture of something other than yourself for your profile. Profile photos can be viewable to the public.
- **Don't** link your fitness app to any of your social media accounts. Doing so allows your routes and the times you exercise to be published to your social media accounts for others to see.
- **Don't** track exercises that begin at your own home, workplace, or school.
- **Don't** chose the same route every time you go for a run or walk. It is important to mix it up so that any potential stalker won't be able to track your whereabouts.

Create your Strava account

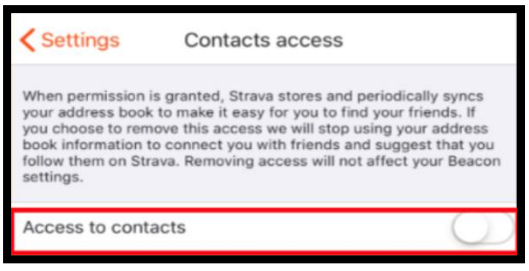
When creating an account put only the required personal information. Strava is a fitness tracker as well as a social network, its key feature is that its members can locate the most popular bike and running paths in their areas, follow their friends' routes, and log group exercises. For these key features to work, an optimal number of members must continuously share location data. If you leave your location data for people to see, you become vulnerable to victimization such as; physical attack, stalking, or theft of your belongings when you are away from your home.

When asked to access location data, although this is a big part of the app, it is strongly recommended not allowing Strava to have access to location data. It is also recommended that you not share your contacts with Strava. Understand this will be asked multiple times.



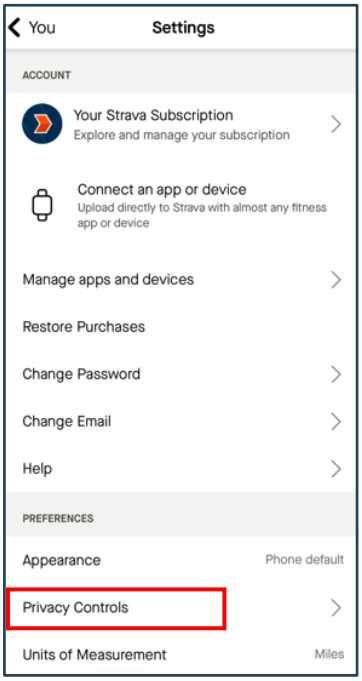


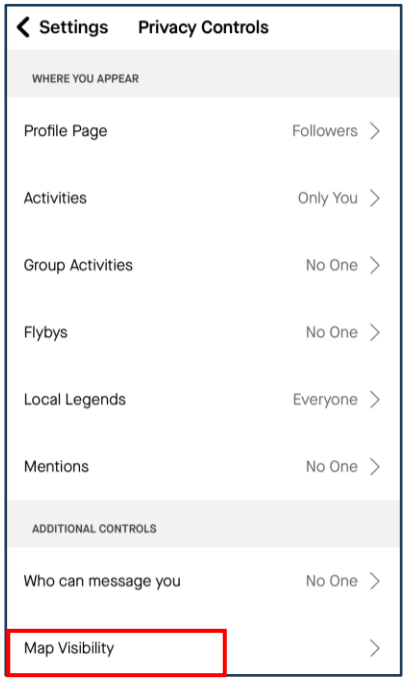
It is recommended that you turn off the function that allows Strava to have access to your "Contacts" - the default for this function is set to "On." Go back to "Settings," scroll to the middle of the menu, select "Contacts." Set the toggle to "Off."

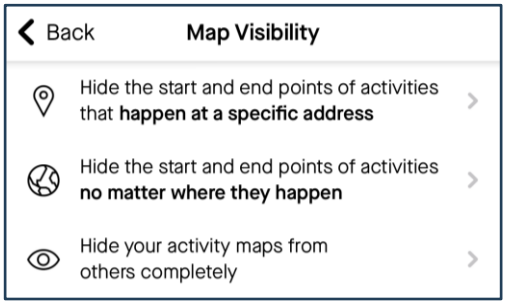

Settings
Contacts access
When permission is granted, Strava stores and periodically syncs your address book to make it easy for you to find your friends. If you choose to remove this access we will stop using your address book information to connect you with friends and suggest that you follow them on Strava. Removing access will not affect your Beacon settings.
Access to contacts

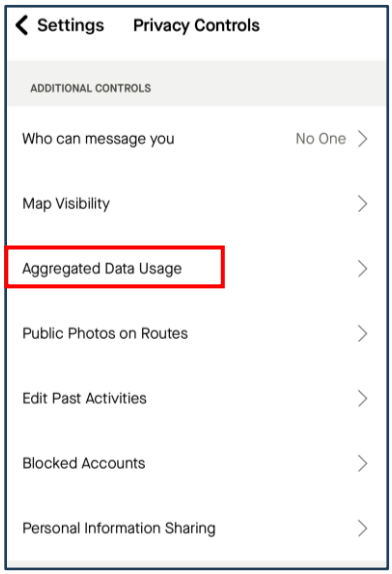
FITNESS APPS

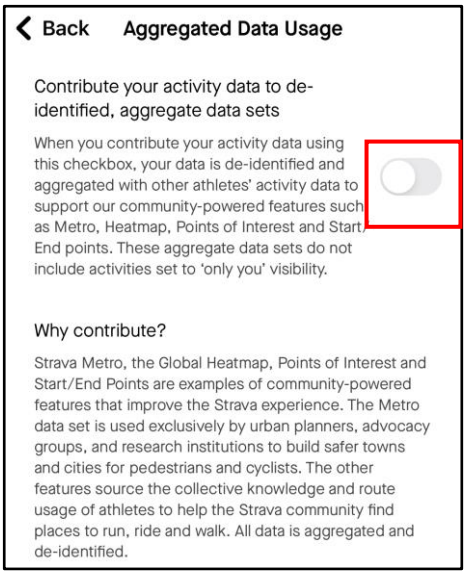
At the top of the screen select the “Settings” icon. Scroll to find and select “Privacy Controls.” Here, make sure each block in the “Where You Appear” is locked down to a comfortable level. It is recommended only “Followers” or “Only you” be selected to best protect your privacy. Now, locate the “Map Visibility” tab. It is recommended that you hide your activity maps from others completely. Heading back to the “Settings” tab, locate “Aggregated Data Usage” where it is recommended Strava is denied access to “Contribute your activity data to de-identified, aggregate data sets.






Back
Map Visibility
Hide the start and end points of activities that happen at a specific address
Hide the start and end points of activities no matter where they happen
Hide your activity maps from others completely



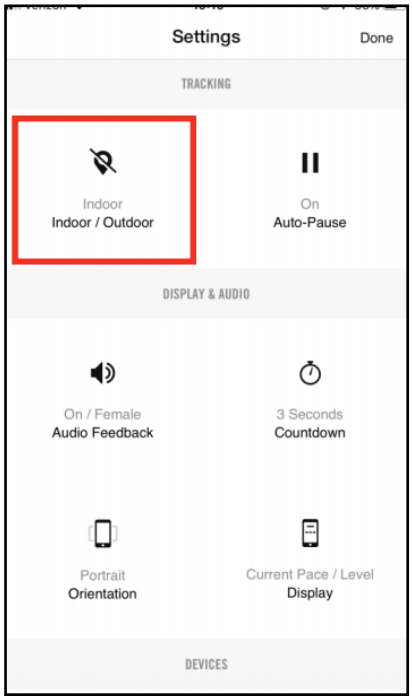

Back
Aggregated Data Usage
Contribute your activity data to de-identified, aggregate data sets
When you contribute your activity data using this checkbox, your data is de-identified and aggregated with other athletes' activity data to support our community-powered features such as Metro, Heatmap, Points of Interest and Start/End points. These aggregate data sets do not include activities set to 'only you' visibility.
Why contribute?
Strava Metro, the Global Heatmap, Points of Interest and Start/End Points are examples of community-powered features that improve the Strava experience. The Metro data set is used exclusively by urban planners, advocacy groups, and research institutions to build safer towns and cities for pedestrians and cyclists. The other features source the collective knowledge and route usage of athletes to help the Strava community find places to run, ride and walk. All data is aggregated and de-identified.

On iPhone: we recommend you scroll to the “Siri & Shortcuts” tab, under “Settings” and review the current settings there. Ensure your “Siri” function is off.

FITNESS APPS

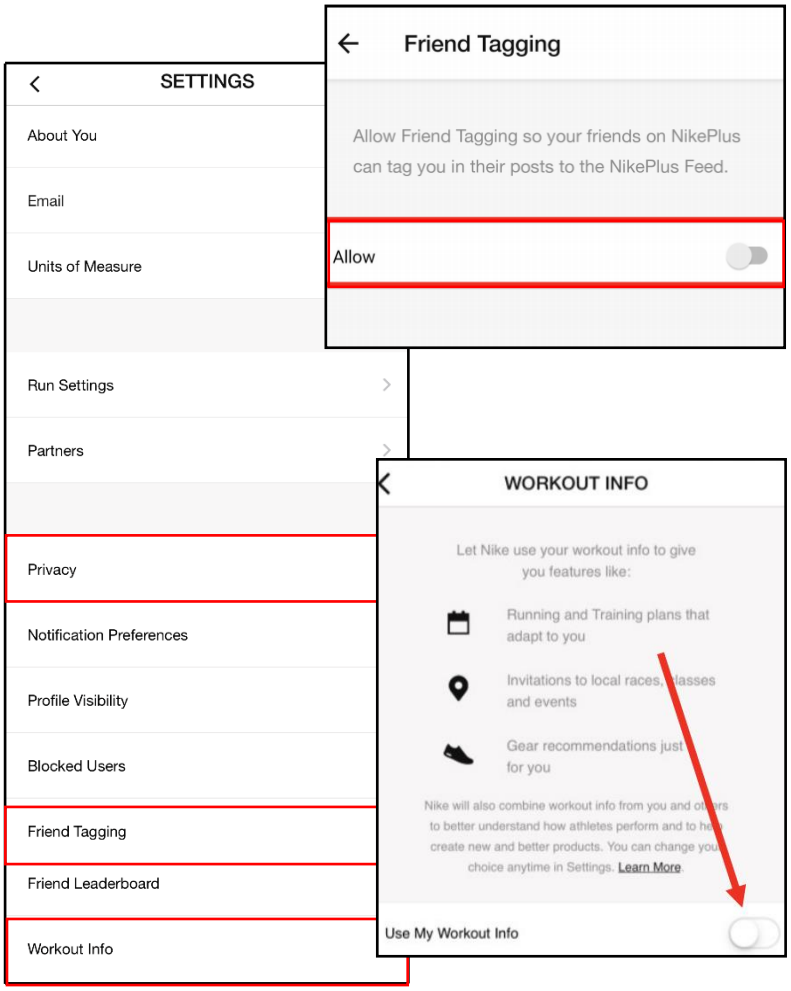
Create a Nike Run Club Account

As you create your Nike Run Club account, provide the minimum amount of personal information possible. It is recommended that you not link any other social media account to your fitness apps. Instead, use an email and password unique to this account. When setting up the account it is not recommended that Location data be accessible to the app, be sure to turn that function “off.”



Different Settings

This app contains two different “Settings” functions; the first is the Account Settings function and the second is the “Run Settings.” First look at the middle of the home screen and select the “Settings” icon to take you to your “Run Settings.” Here select “Indoor/Outdoor” to toggle the function to “Indoor.” These settings can also be found in the Account Settings as well.


SETTINGS
About You
Email
Units of Measure
Run Settings
Partners
Privacy
Notification Preferences
Profile Visibility
Blocked Users
Friend Tagging
Friend Leaderboard
Workout Info
Friend Tagging
Allow Friend Tagging so your friends on NikePlus can tag you in their posts to the NikePlus Feed.
Allow
WORKOUT INFO
Let Nike use your workout info to give you features like:
Running and Training plans that adapt to you
Invitations to local races, classes and events
Gear recommendations just for you
Nike will also combine workout info from you and others to better understand how athletes perform and to help create new and better products. You can change your choice anytime in Settings. Learn More.
Use My Workout Info

Privacy Settings

Now head back to the home screen and select the menu in the top left of the screen. Now select “Settings” to access the Account Settings. Scroll to find and select “Privacy Setting.” It is recommended that “Only Me” or “Friends” be selected here. Next head down to “Friend Tagging” to turn this feature off. Finally, scroll to and select the “Workout Info” tab, still in the “Privacy Settings.” It is recommended you set the toggle to “Off” in order to secure your data and personal information.

FITNESS APPS

Creating a Garmin Account

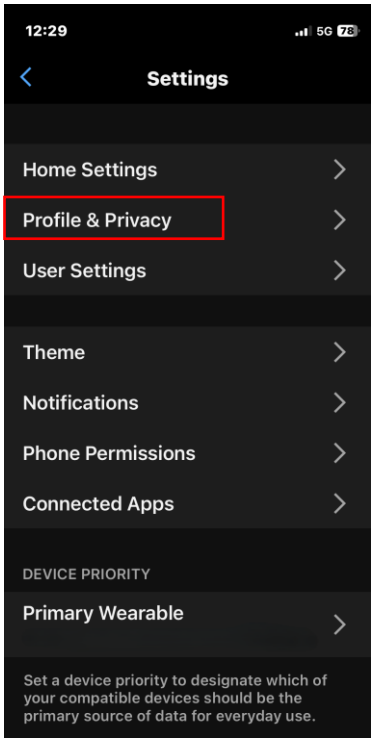
As you create your Garmin account, provide the minimum amount of personal information possible. It is recommended that you not link any other social media account to your fitness apps. Instead, use an email and password unique to this account. When setting up the account it is not recommended that Location data be accessible to the app, be sure to turn that function “off.”

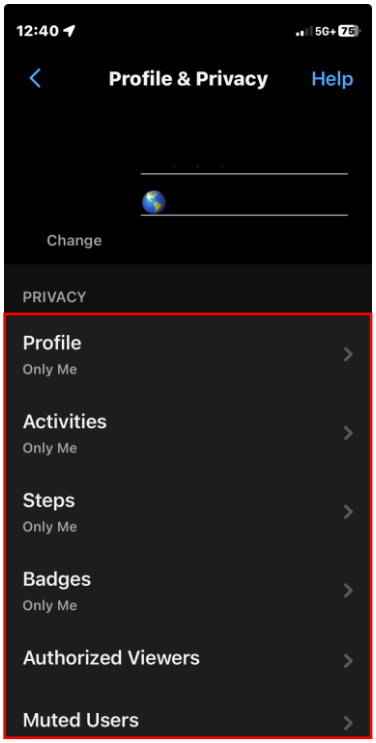
Create Your Profile

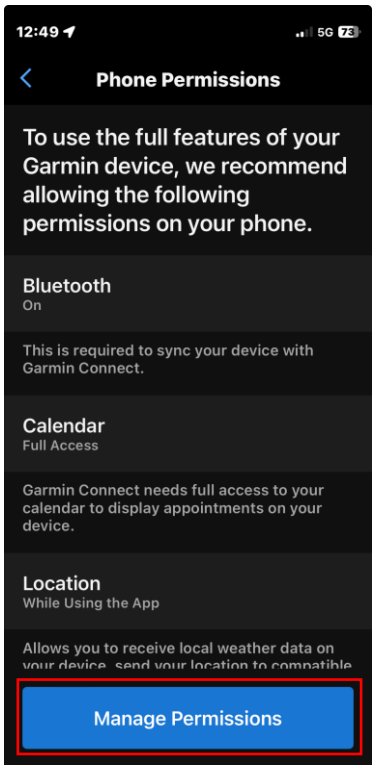
Select the menu icon from the top left-hand side of the screen, then select “Settings.” Locate and select “Profile & Privacy.” In the first section, labeled “Privacy,” go through and change each setting according to your comfort level. It is recommended “Only Me” or “My Connections” be selected.

In the same section review the “Data” tab. These functions allow Garmin to collect data from your account and device in order to build and reinforce databases that hold popular routes. It is recommended you turn this function off by setting the toggle to “Off.” Next, select “Insights” and read through the consent policy provided before you decide if you want to “Agree” or “Do Not Agree.” Finally, select “Device Upload” and decide whether you want Garmin to connect your Garmin devices to “Garmin Connect,” set the toggle to “On” or “Off” based on your preference here. Review each data collection section under this tab to change each according to your comfort level.

Head back to the “Settings” menu and select “Phone Permissions.” Review each setting and change according to your comfort level. It is recommended that, where possible, phone permissions be limited with any app.






12:49
Phone Permissions
To use the full features of your Garmin device, we recommend allowing the following permissions on your phone.
Bluetooth
On
This is required to sync your device with Garmin Connect.
Calendar
Full Access
Garmin Connect needs full access to your calendar to display appointments on your device.
Location
While Using the App
Allows you to receive local weather data on
Manage Permissions

FITNESS APPS

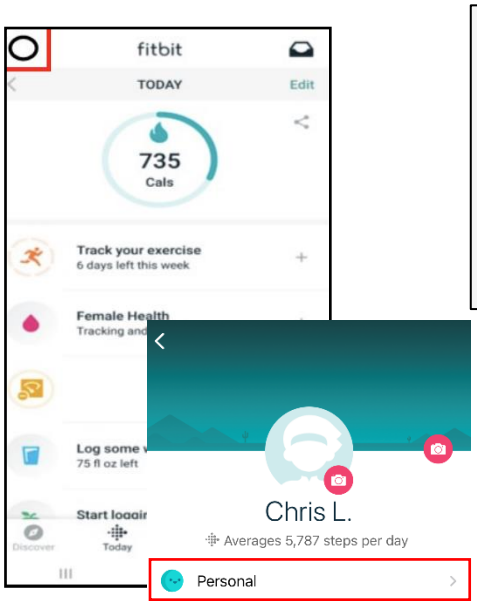
Creating a Fitbit Account

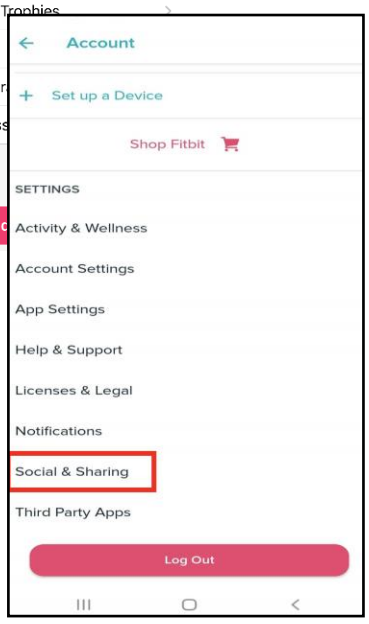
As you create your Fitbit account, be sure to provide the minimum amount of personal information possible. It is recommended that you not link any other social media account to your fitness apps. Instead, use an email and password unique to this account. When setting up the account it is not recommended that Location data be accessible to the app, be sure to turn that function “off.”

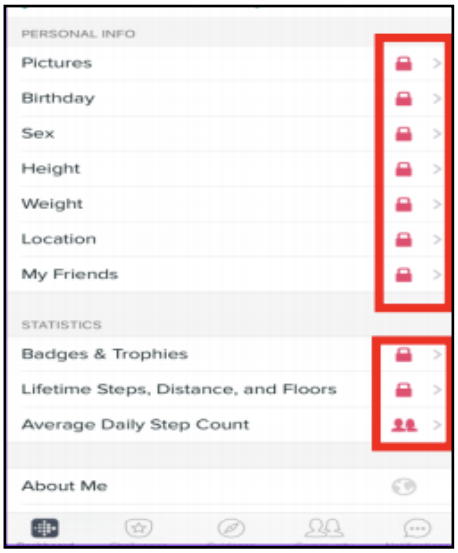
From your “Home” screen select your “Profile Picture” icon in the top left corner. Then select your “Account,” noted by your name, and your “Profile Page,” select “Personal” and ensure that “Location” is not turned on. The “About Me” section is always set to “Public” so you may want to review what other information is in this section.

Social & Sharing

In the “Account” section, select “Social & Sharing” then select the “Privacy” section. Select the icon to the right of the category for each section. Select the icon and make the change, then select “Save” in the upper right corner of the screen. It is recommended that “Private” or “Friends” be selected here, not “Public.”





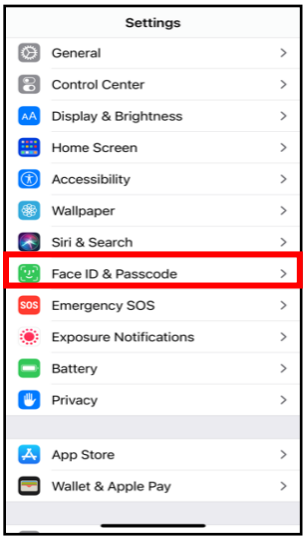


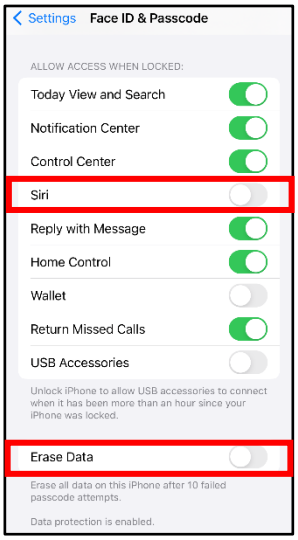
iOS PRIVACY SETTINGS

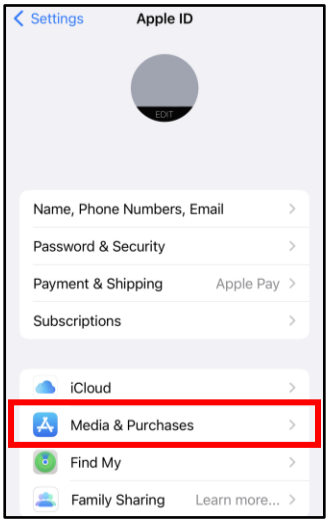
- Smartphones and tablets are not impenetrable. Secure your smartphone with a password and use apps such as “Find My iPhone” to locate lost or stolen devices.
- All smartphones and tablets have cameras and micro-phones that can be remotely activated. Caution should be used when device is near anything of personal importance.
- Bluetooth and wireless capable devices are convenient but easily exploitable by hackers. Use a VPN if possible and avoid public wireless networks. It is advisable to turn these services off if not immediately needed.
- Prior to downloading apps on your device, read the developers permissions. Many apps require permission to access your camera, microphone, text messages, and contacts.
- Turn off location services until they are needed. Otherwise, your daily movements may be tracked by various apps and vendors. Whether turned on or off, location services are always available to 911 and first responders.
- Check to make sure your version is the most up to date! Apple regularly releases new versions, or micro versions, to help ensure your privacy when using the device.

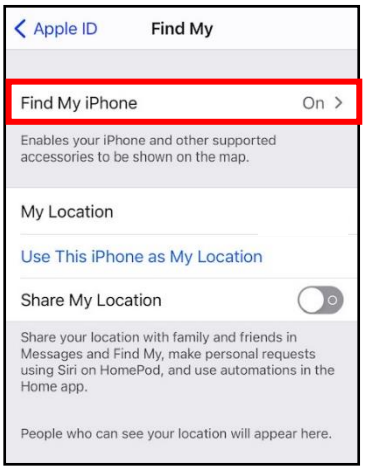
Physical Security

In the iOS “Settings” app find and select “Face ID & Passcode,” then select “Set Up Face ID” and “Turn Passcode On.” Ensure the password is strong such as an alpha-numeric passcodes. At the bottom, there is an option to “Erase Data” which will completely erase all data after 10 failed attempts. Additionally, it is recommended that you turn off “Siri” due to its listening capabilities and bugs associated with accessing your phone. Finally, scroll further down in this section to find, “Allow Access When Locked” and go through to ensure comfortability with each.




Settings
Face ID & Passcode
ALLOW ACCESS WHEN LOCKED:
Today View and Search
Notification Center
Control Center
Siri
Reply with Message
Home Control
Wallet
Return Missed Calls
USB Accessories
Unlock iPhone to allow USB accessories to connect when it has been more than an hour since your iPhone was locked.
Erase Data
Erase all data on this iPhone after 10 failed passcode attempts.
Data protection is enabled.




Apple ID
Find My
Find My iPhone
On
Enables your iPhone and other supported accessories to be shown on the map.
My Location
Use This iPhone as My Location
Share My Location
Share your location with family and friends in Messages and Find My, make personal requests using Siri on HomePod, and use automations in the Home app.
People who can see your location will appear here.

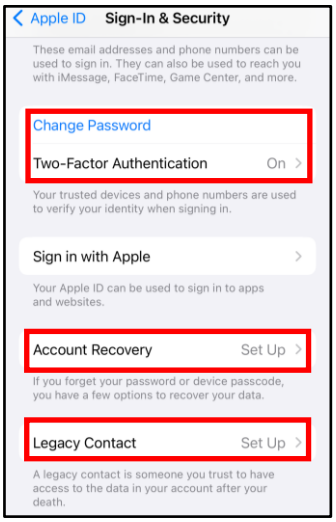
Find my iPhone

Next go to “Settings” and select your account at the top of the list. Now select “Find My,” then “Find My iPhone.” Be sure this function is turned “On.” This way if you lose your phone, you can access your account online and geo-locate where it is.

iOS PRIVACY SETTINGS

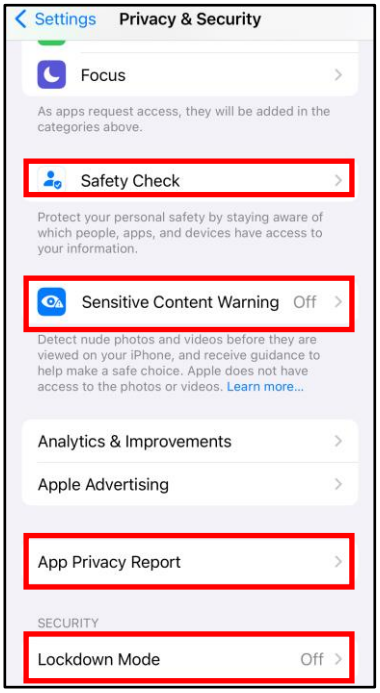
Sign-in & Security

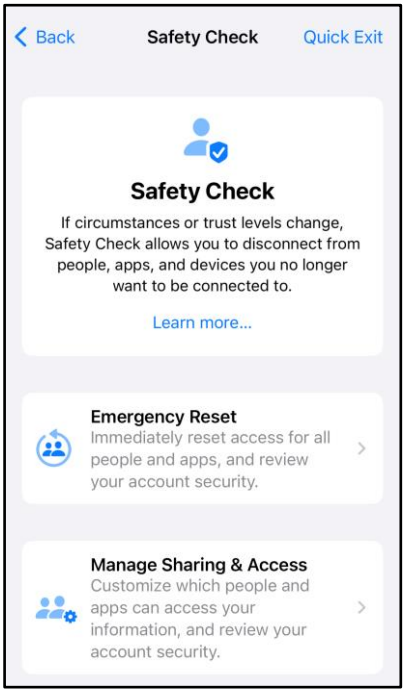
Under your “Apple ID,” navigate to “Sign-in & Security.” Here you can Change your password if needed. It is also suggested that you set up “Two-Factor Authentication” on your device. You can also enable “Accountt Recovery” here if you forget your password or device code to recover your data. Apple also offers a “Legacy Contact” option so that someone you trust will have access to your data after your death.

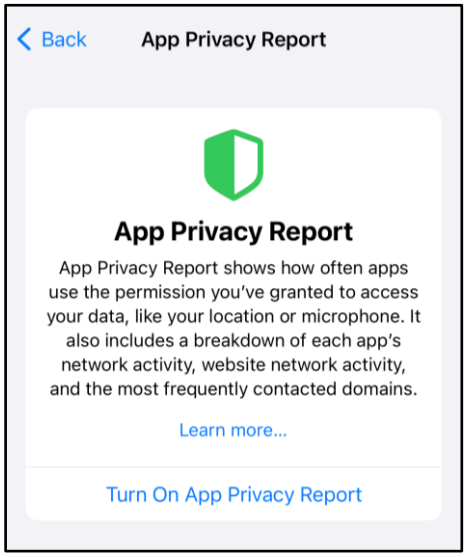

Apple ID
Sign-In & Security
These email addresses and phone numbers can be used to sign in. They can also be used to reach you with iMessage, FaceTime, Game Center, and more.
Change Password
Two-Factor Authentication
On
Your trusted devices and phone numbers are used to verify your identity when signing in.
Sign in with Apple
Your Apple ID can be used to sign in to apps and websites.
Account Recovery
Set Up
If you forget your password or device passcode, you have a few options to recover your data.
Legacy Contact
Set Up
A legacy contact is someone you trust to have access to the data in your account after your death.

Privacy & Security

Go to “Privacy & Security” in your iPhone settings. From here you can do a “Safety Check” on your phone. It will allow you to reset access to apps and review your account security. If you have children, you should consider enabling the “Sensitive Content Warning.” You can also get an “App Privacy Report,” that shows how often apps use the permissions you’ve granted.


Settings
Privacy & Security
Focus
As apps request access, they will be added in the categories above.
Safety Check
Protect your personal safety by staying aware of which people, apps, and devices have access to your information.
Sensitive Content Warning
Off
Detect nude photos and videos before they are viewed on your iPhone, and receive guidance to help make a safe choice. Apple does not have access to the photos or videos. Learn more...
Analytics & Improvements
Apple Advertising
App Privacy Report
SECURITY
Lockdown Mode
Off


Back
Safety Check
Quick Exit
Safety Check
If circumstances or trust levels change, Safety Check allows you to disconnect from people, apps, and devices you no longer want to be connected to.
Learn more...
Emergency Reset
Immediately reset access for all people and apps, and review your account security.
Manage Sharing & Access
Customize which people and apps can access your information, and review your account security.

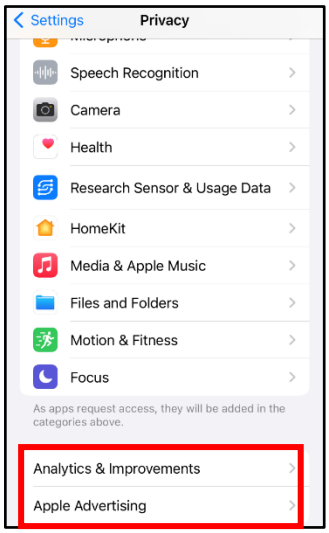

Back
App Privacy Report
App Privacy Report
App Privacy Report shows how often apps use the permission you've granted to access your data, like your location or microphone. It also includes a breakdown of each app's network activity, website network activity, and the most frequently contacted domains.
Learn more...
Turn On App Privacy Report

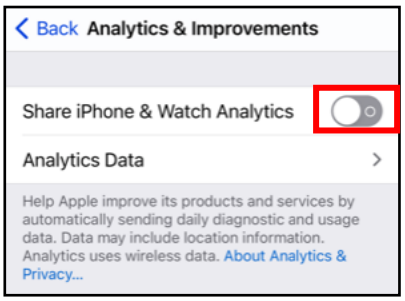
Lockdown Mode

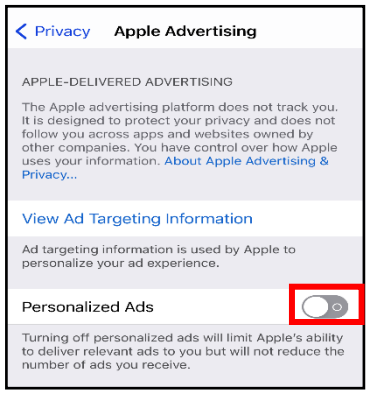
Apple implemented a new tool called “Lockdown Mode.” It is a tool that limits functions on Apps, websites and features if you believe you're being targeted by sophisticated cyber security attacks.

Back
Lockdown Mode
Lockdown Mode
Lockdown Mode is an extreme, optional protection that should only be used if you believe you may be personally targeted by a highly sophisticated cyberattack. Most people are never targeted by attacks of this nature.
When iPhone is in Lockdown Mode, it will not function as it typically does. Apps, websites, and features will be strictly limited for security, and some experiences will be completely unavailable.
Learn more...
Turn On Lockdown Mode

iOS PRIVACY SETTINGS




Back
Analytics & Improvements
Share iPhone & Watch Analytics
Analytics Data
Help Apple improve its products and services by automatically sending daily diagnostic and usage data. Data may include location information. Analytics uses wireless data. About Analytics & Privacy...

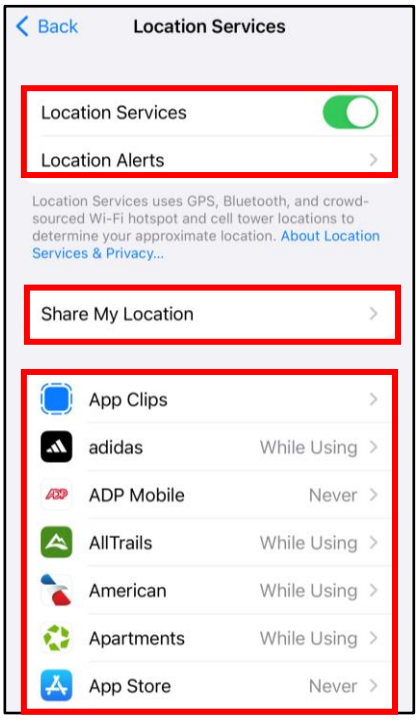

Privacy
Apple Advertising
APPLE-DELIVERED ADVERTISING
The Apple advertising platform does not track you. It is designed to protect your privacy and does not follow you across apps and websites owned by other companies. You have control over how Apple uses your information. About Apple Advertising & Privacy...
View Ad Targeting Information
Ad targeting information is used by Apple to personalize your ad experience.
Personalized Ads
Turning off personalized ads will limit Apple's ability to deliver relevant ads to you but will not reduce the number of ads you receive.

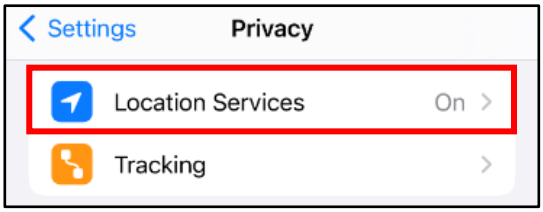
Analytics and Advertising

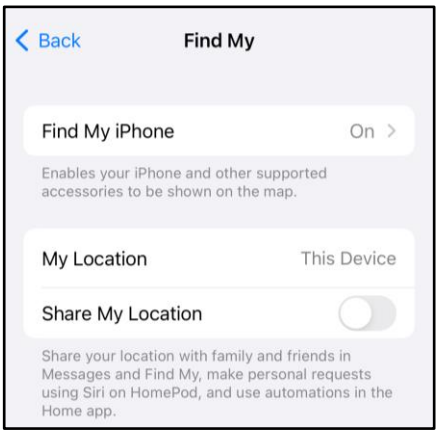
Locate and select “Privacy” under “Settings” then select “Analytics” & “Improvements.” It is recommended that “Share iPhone & Watch Analytics” be turned off. Next, under “Privacy” select “Apple Advertising.” It is recommended that “Personalized Ads” be turned “Off.”

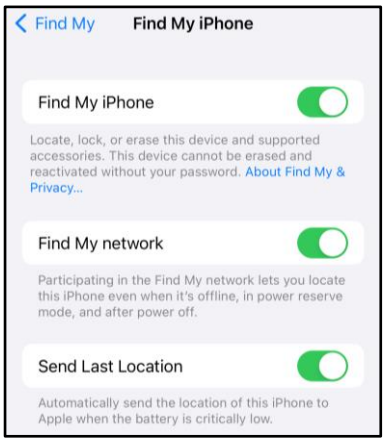
Location Based Services

Navigate to “Location Services.” From here you can control what apps are able to see your location, if at all. It is recommended that you keep the settings at “Never” or “While Using” only. Next, navigate down to “Share My Location.” Here you can toggle “Find My iPhone,” which allows you to Locate, Lock, or erase the device. You can also choose to toggle “Share My Location” on or off.





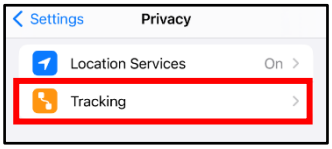

Back
Find My
Find My iPhone
On
Enables your iPhone and other supported accessories to be shown on the map.
My Location
This Device
Share My Location
Share your location with family and friends in Messages and Find My, make personal requests using Siri on HomePod, and use automations in the Home app.

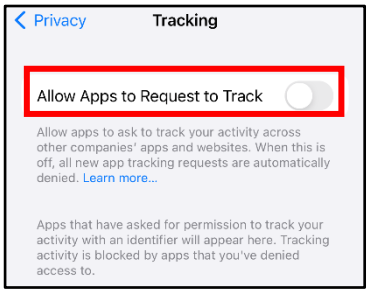

Find My
Find My iPhone
Find My iPhone
Locate, lock, or erase this device and supported accessories. This device cannot be erased and reactivated without your password. About Find My & Privacy...
Find My network
Participating in the Find My network lets you locate this iPhone even when it's offline, in power reserve mode, and after power off.
Send Last Location
Automatically send the location of this iPhone to Apple when the battery is critically low.

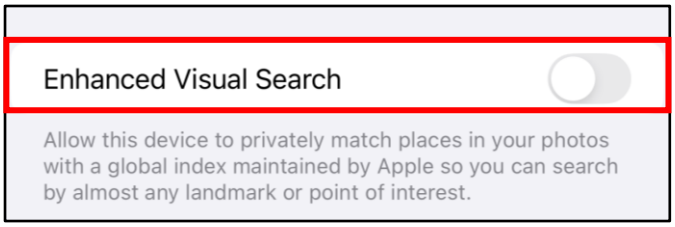
iOS PRIVACY SETTINGS

Tracking

Locate and select “Privacy” under “Settings” then select “Tracking.” Under “Tracking,” ensure that “Allow Apps to Request to Track” is off. This will make it so apps won't have permission to track your activity, and so you won’t have continuously click deny every time a new app asks. Also related to tracking, if you go back to your settings and scroll down to the “Apps” portion, then go to “Photos.” Here at the bottom, there is an option called “Enhanced Visual Search.” It is recommended you turn this off as it gives apple access to privately match places in your photos to a global index.

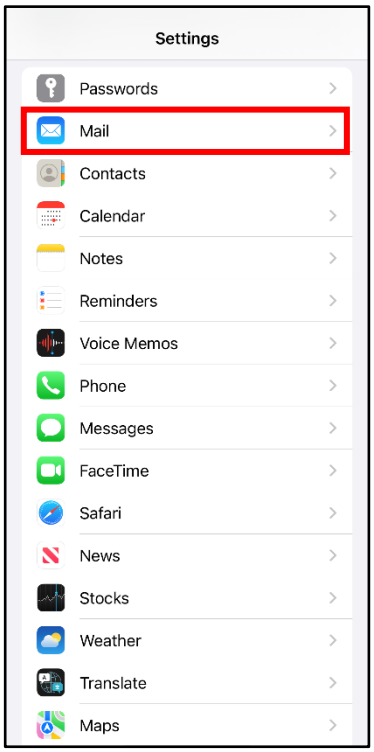


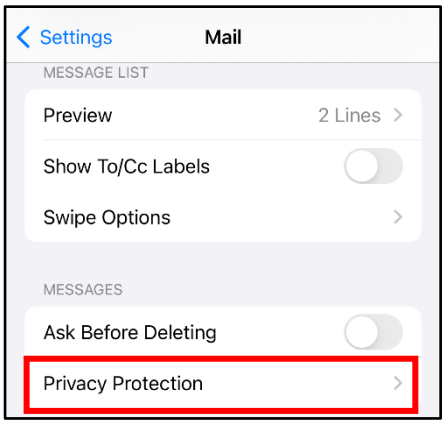

Privacy
Tracking
Allow Apps to Request to Track
Allow apps to ask to track your activity across other companies' apps and websites. When this is off, all new app tracking requests are automatically denied. Learn more...
Apps that have asked for permission to track your activity with an identifier will appear here. Tracking activity is blocked by apps that you've denied access to.


Enhanced Visual Search
Allow this device to privately match places in your photos with a global index maintained by Apple so you can search by almost any landmark or point of interest.

Mail

Mail now offers “Privacy Protection” to your email. It will now encrypt your messaging, hide your IP address, and load remote content privately in the background. This setting will automatically appear when you update to IOS 16. However, if you opted out of it during the initial setup, you can turn it on by going to “Mail” under “Settings.” Under “Mail” go to “Privacy Protection.” Then turn on “Protect Mail Activity.”





11:29
Mail
Privacy Protection
Protect Mail Activity
Mail Privacy Protection works by hiding your IP address and loading remote content privately in the background, even when you don't open the message. This makes it harder for senders to follow your Mail activity. Learn more...

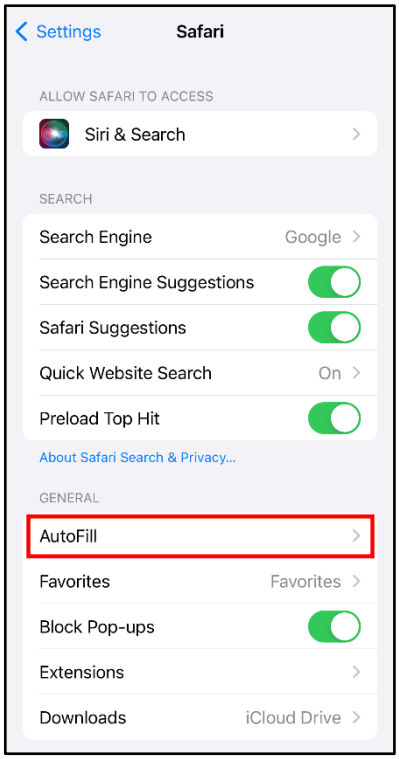
iOS PRIVACY SETTINGS

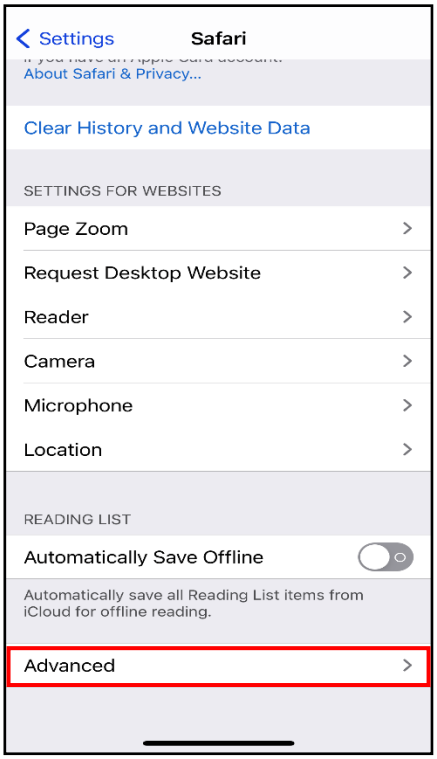
Safari

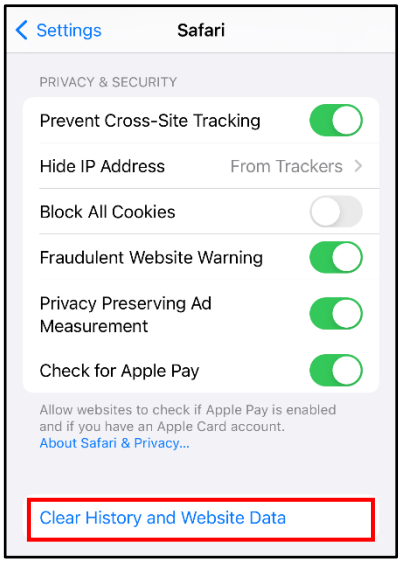
Safari's "Do Not Track" is a universal web tracking opt-out initiative that allows users to prevent advertisers from tracking your browsing habits. There are several sections to look through and adjust the settings, but it is recommended to turn off "Frequently Visited Sites" under the section titled "General." This prevents Safari from tracking sites you regularly visit. Next, under the "Privacy & Security" section on the "Safari" page, turn on "Prevent Cross-Site Tracking" and "Fraudulent Website Warning."

It is also a best practice to clear the browser history periodically. To do so, continue to scroll down in the Safari settings, at the very bottom select "Advanced" then select "Website Data." From there select "Remove All Website Data."

Clear the AutoFill to protect passwords and credit card information. To do so, open "Settings" and select "Safari" then click on "AutoFill."





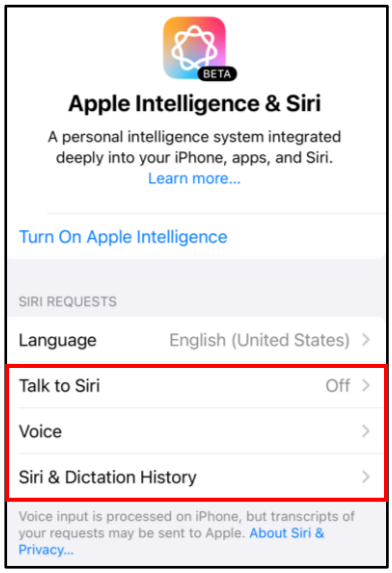

Settings
Safari
PRIVACY & SECURITY
Prevent Cross-Site Tracking
Hide IP Address
From Trackers
Block All Cookies
Fraudulent Website Warning
Privacy Preserving Ad Measurement
Check for Apple Pay
Allow websites to check if Apple Pay is enabled and if you have an Apple Card account.
About Safari & Privacy...
Clear History and Website Data

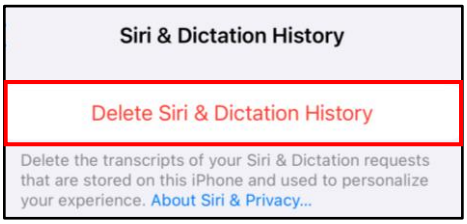
Safari
Advanced
Website Data
JavaScript
Web Inspector
To use the Web Inspector, connect to Safari on your computer using a cable and access your iPhone from the Develop menu. You can enable the Develop menu in Safari's Advanced Preferences on your computer.

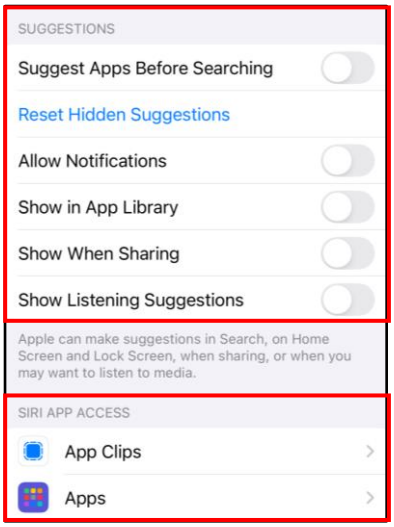
iOS PRIVACY SETTINGS

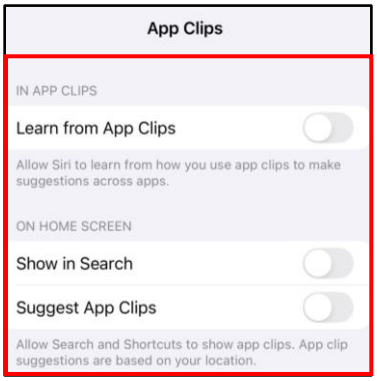
Siri and Apple Intelligence

This is only if you have the Apple iPhone 15 and newer models WITH iOS 18 installed. Under your “Settings” tab, navigate to “Apple Intelligence & Siri.” Once here, you will see the option “Turn on Apple Intelligence.” It is recommended that you do not enable this. Below that you can see “Talk to Siri” which is recommended to keep off, and “Siri & Dictation History” where if you have Siri enabled, you can delete the transcripts it records locally on your device. Below that is the “Suggestions” portion. It is recommended that you keep all of these off as well. Keep scrolling and you will see the “Siri App Access.” Under here, you will see “App Clips” and “Apps.” It is recommended that you go through both off these and make sure the settings are turned off as depicted below. **Apple paid out $95 million in lawsuit due to Siri listening in on conversations and selling that data to third party entities.**


BETA
Apple Intelligence & Siri
A personal intelligence system integrated deeply into your iPhone, apps, and Siri.
Learn more...
Turn On Apple Intelligence
SIRI REQUESTS
Language
English (United States)
Talk to Siri
Off
Voice
Siri & Dictation History
Voice input is processed on iPhone, but transcripts of your requests may be sent to Apple. About Siri & Privacy...


Siri & Dictation History
Delete Siri & Dictation History
Delete the transcripts of your Siri & Dictation requests that are stored on this iPhone and used to personalize your experience. About Siri & Privacy...


SUGGESTIONS
Suggest Apps Before Searching
Reset Hidden Suggestions
Allow Notifications
Show in App Library
Show When Sharing
Show Listening Suggestions
Apple can make suggestions in Search, on Home Screen and Lock Screen, when sharing, or when you may want to listen to media.
SIRI APP ACCESS
App Clips
Apps

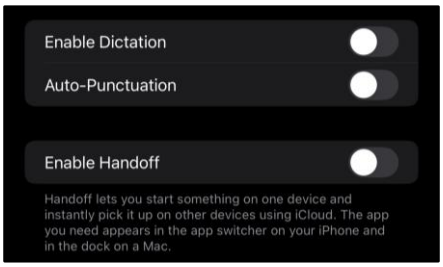

App Clips
IN APP CLIPS
Learn from App Clips
Allow Siri to learn from how you use app clips to make suggestions across apps.
ON HOME SCREEN
Show in Search
Suggest App Clips
Allow Search and Shortcuts to show app clips. App clip suggestions are based on your location.

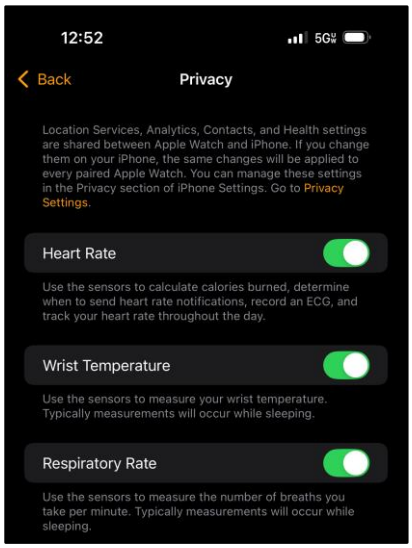
Apps
App Store
Learn from this App
Allow Siri to learn from how you use “App Store” to make suggestions across apps.
SUGGESTIONS
Show on Home Screen
Suggest App
Allow suggestions and content from “App Store” and Shortcuts for the app to appear in Search, in widgets, and as notifications. These suggestions and Shortcuts are based on how you use the app.

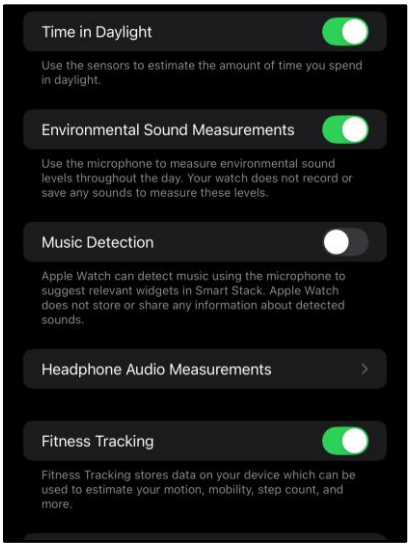
iOS PRIVACY SETTINGS

Apple Watch on iPhone

Some settings for the Apple watch are only available through the “watch” app on your iPhone Starting with going to your “Watch” app, under “General,” if you scroll down you will see where it says “Enable Dictation” and “Enable Handoff.” It is recommended that you keep both of these turned off. Next under “Privacy,” it is recommended to go through these settings and decide which ones you want enabled/disabled.

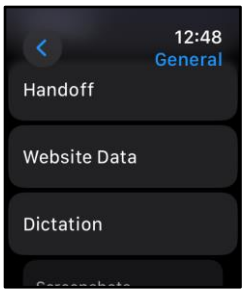

Enable Dictation
Auto-Punctuation
Enable Handoff
Handoff lets you start something on one device and instantly pick it up on other devices using iCloud. The app you need appears in the app switcher on your iPhone and in the dock on a Mac.

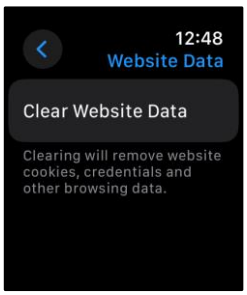

12:52
Back
Privacy
Location Services, Analytics, Contacts, and Health settings are shared between Apple Watch and iPhone. If you change them on your iPhone, the same changes will be applied to every paired Apple Watch. You can manage these settings in the Privacy section of iPhone Settings. Go to Privacy Settings.
Heart Rate
Use the sensors to calculate calories burned, determine when to send heart rate notifications, record an ECG, and track your heart rate throughout the day.
Wrist Temperature
Use the sensors to measure your wrist temperature. Typically measurements will occur while sleeping.
Respiratory Rate
Use the sensors to measure the number of breaths you take per minute. Typically measurements will occur while sleeping.

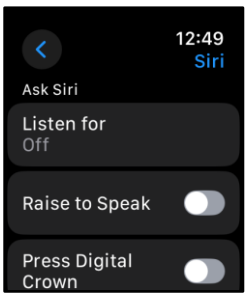

Time in Daylight
Use the sensors to estimate the amount of time you spend in daylight.
Environmental Sound Measurements
Use the microphone to measure environmental sound levels throughout the day. Your watch does not record or save any sounds to measure these levels.
Music Detection
Apple Watch can detect music using the microphone to suggest relevant widgets in Smart Stack. Apple Watch does not store or share any information about detected sounds.
Headphone Audio Measurements
Fitness Tracking
Fitness Tracking stores data on your device which can be used to estimate your motion, mobility, step count, and more.

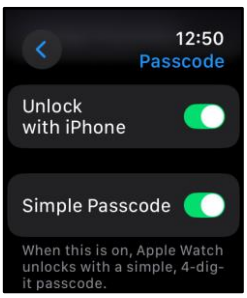
Apple Watch

Now on your apple watch, go to the “Settings” tab. Once here, scroll down to the “General” tab and scroll down to “Website Data.” Here you can “Clear Website Data.” After, go back and scroll down until you see “Siri.” Here it is highly recommended you turn Siri off. Next go back and scroll down to “Passcode.” It is recommended that you turn on “Simple Passcode,” “Wrist Detection,” and “Erase Data. Last, go scroll to “Privacy & Security” to access the “Microphone.” Turn off “Measure Sounds.” You can also change your password here and enable “Two-Factor Authentication.”

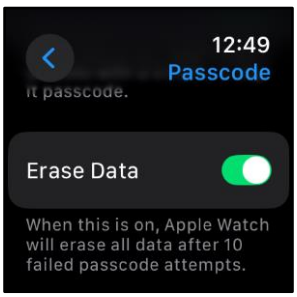


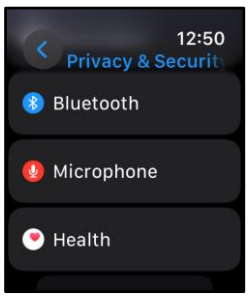




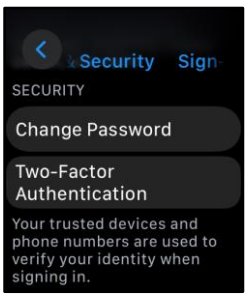


12:49
Passcode
Wrist Detection
If you're using a passcode, wrist detection locks your watch when you're not wearing it, so your information stays secure.





12:50
Microphone
Measure Sounds
Use the microphone to measure environmental sound levels throughout the day. Your watch does not record or save any sounds to measure these levels.

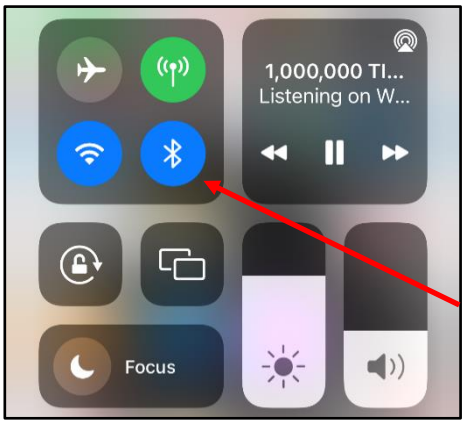


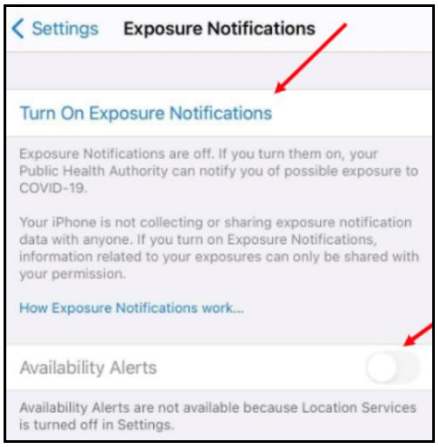
iOS PRIVACY SETTINGS

Wifi and Bluetooth

Where possible, public wifi networks should be avoided due to the vulnerabilities they present to your personal data. If public networks must be used, avoid logging into accounts that require passwords and always use a VPN client to encrypt on-line transactions. There are two ways to turn off wifi: 1) Drag down from the top right of your phone screen and tap the icon on the control screen; or 2) In “Settings”, Select “wifi,” and it turn off.

Bluetooth is a wireless technology standard for exchanging data over short distances from fixed and mobile devices. When Bluetooth is enabled on your iPhone or tablet, hackers can gain access to your device and obtain contacts, messages, calendars, photos, and notes without your knowledge. It is therefore recommended that you only use Bluetooth, when necessary, like in your car, and that you turn it off after you are done using it each time.




Settings
Exposure Notifications
Turn On Exposure Notifications
Exposure Notifications are off. If you turn them on, your Public Health Authority can notify you of possible exposure to COVID-19.
Your iPhone is not collecting or sharing exposure notification data with anyone. If you turn on Exposure Notifications, information related to your exposures can only be shared with your permission.
How Exposure Notifications work...
Availability Alerts
Availability Alerts are not available because Location Services is turned off in Settings.

COVID-19 Contact Tracing Apple and Google have partnered on offering a secure and private coronavirus contact tracing implementation on iOS. You can see whether this is activated by going to “Settings” then locate and select “Exposure Notifications” and “Exposure Logging.” When you see “Exposure Logging,” you will notice a toggle to the right that is probably “Off.”

If you decide at any point that you want to disable the “Exposure Notifications Logging” tool on your iPhone, you can take the following steps. First, on iOS 13.5 and later, go to “Settings” on your iPhone. Next, swipe down and select “Exposure Notifications.” You can also delete the exposure logs manually at any time by going to the bottom of the “Exposure Logging” page and selecting “Delete Exposure Log.” If you have opted-in to the “Exposure Logging” system, you may be interested to know who is trying to access your exposure information. To find out, select “Exposure Checks” on the “Exposure Logging” page. This is a record of all requests to check your “Exposure Log” from the past 14 days.

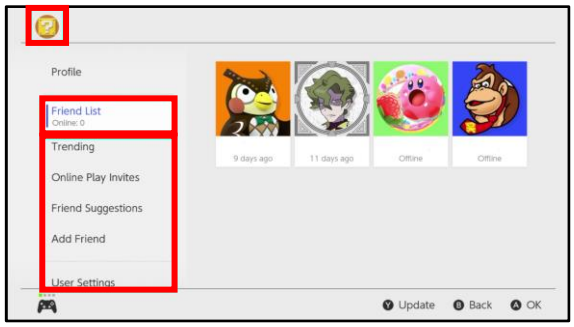
Note: The “Exposure Logging” toggle is disabled by default in iOS 15.1. It does not connect any data without you installing and authorizing a local health authority app, which will be available soon. Apple’s exposure notification system will be completely opt-in.

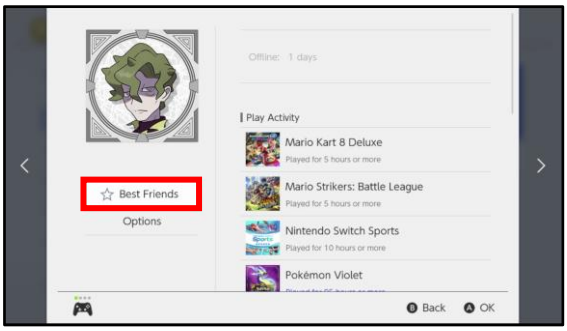
NINTENDO SWITCH

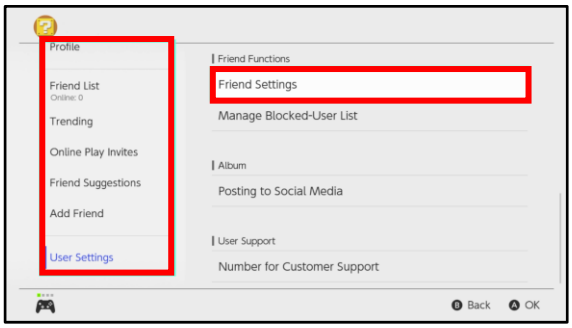
- **Do** share photos only with known and trustworthy people.
- **Do** go through your user settings to ensure that your privacy options are updated.
- **Do** ensure that family members take similar precautions with their accounts.
- **Don't** let your devices auto-save your password for your account.
- **Don't** allow people you do not know in real life to follow you. Only maintain connections with people and pages you know and trust.

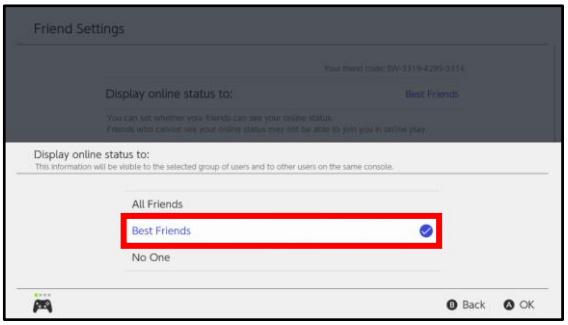
Friend List and User Settings

From the "Home" menu, select your profile page at the top left corner as depicted in blue on the top left photo. Under your "Profile," you can access your "Friends List." From here you can edit who is on your friends list and even turn "Friends" into "Best Friends." "Best Friends" will always appear at the top of your "Friends List." You can also edit your "Friend Settings" so that certain activity is only displayed to your "Best Friends."







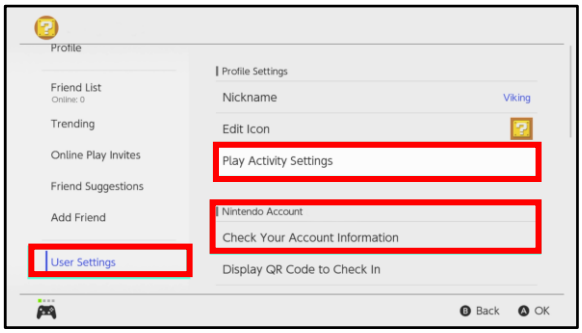


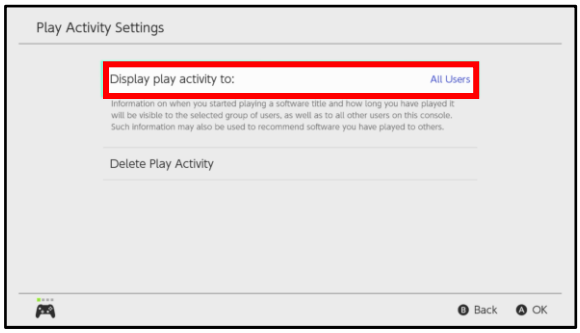
The Nintendo switch privacy settings are basic. You will overall be able to limit things such as "Friend Settings," "Blocked Users," and "Parental Controls."

NINTENDO SWITCH

User Settings

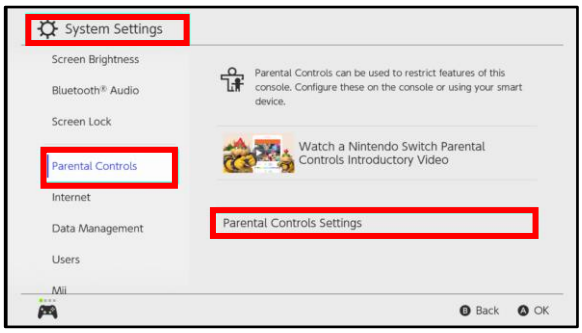
Still under the “Home” menu, you can navigate to “User Settings.” Once there, select “Play Activity Settings” to change the setting to allow who is able to see you playing. Here you can also edit things like your “Nickname” and “Icon.” Just below under “Nintendo Account,” you're able to check your “Account Information.”

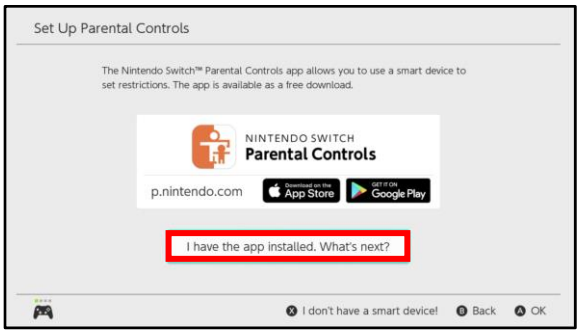


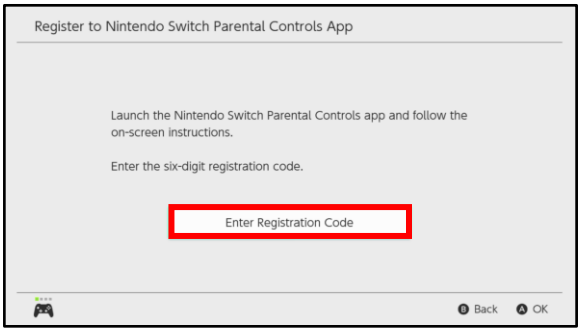

Play Activity Settings
Display play activity to:
All Users
Information on when you started playing a software title and how long you have played it will be visible to the selected group of users, as well as to all other users on this console. Such information may also be used to recommend software you have played to others.
Delete Play Activity
Back
OK

Parental Controls

(To access “Parental Controls” for the Switch, you will need to download the “Nintendo Switch Parental Controls” application onto your cellphone.) Under “System Settings,” you can access “Parental Controls.” From here, go to “Parental Control Settings, ” and select “I have the app installed.” You will be prompted to enter a six digit registration code, and once done, will be able to utilize the “Parental Controls.”



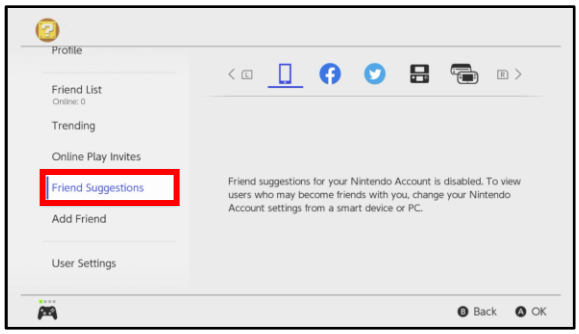

Set Up Parental Controls
The Nintendo Switch™ Parental Controls app allows you to use a smart device to set restrictions. The app is available as a free download.
NINTENDO SWITCH
Parental Controls
p.nintendo.com
App Store
Google Play
I have the app installed. What's next?
I don't have a smart device!
Back
OK

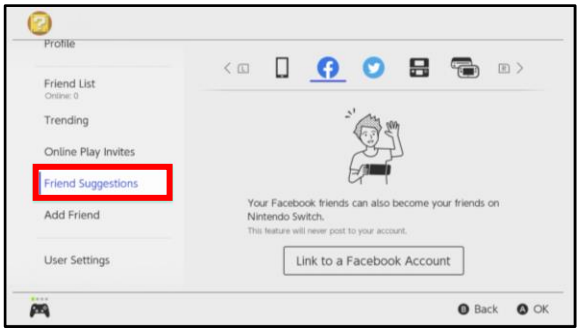

Register to Nintendo Switch Parental Controls App
Launch the Nintendo Switch Parental Controls app and follow the on-screen instructions.
Enter the six-digit registration code.
Enter Registration Code
Back
OK

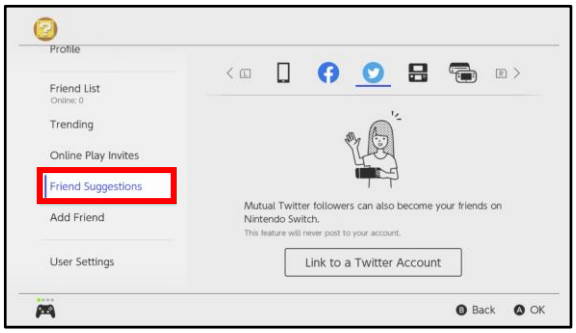
NINTENDO SWITCH

Social Media Friend Suggestions

Still under the “Home” menu, you can navigate to “Friend Suggestions.” Once there, use the left or right bumper to select the different “Social Media Icons” to ensure there are no linked accounts. Having linked accounts may allow people you do not know in real life to follow you.

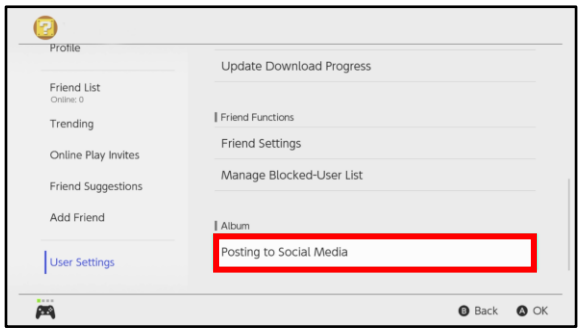

Profile
Friend List
Online: 0
Trending
Online Play Invites
Friend Suggestions
Add Friend
User Settings
Friend suggestions for your Nintendo Account is disabled. To view users who may become friends with you, change your Nintendo Account settings from a smart device or PC.
Back
OK





Social Media Posting

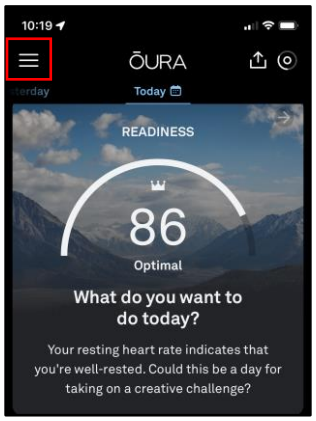
To access “Posting to Social Media” for the Switch it is under “User Settings.” From here, go to “Album, ” and select “Posting to Social Media.” You will then be able to view if the switch is connected to Facebook and Twitter for social media postings.

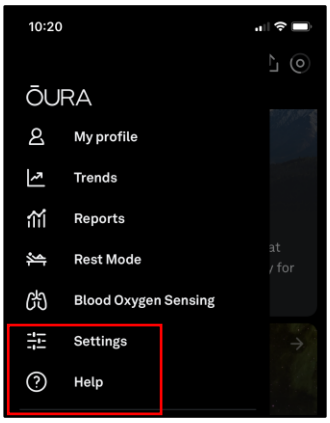


OURA RING

Your Oura

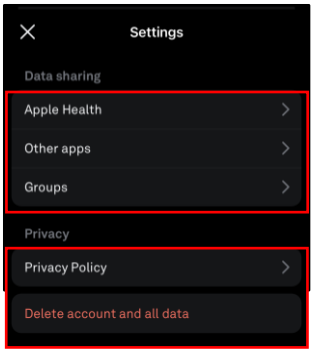
After you open the “Oura Ring” application, the home screen will appear as highlighted on the right. At the top left corner, Click the ☰ Icon to access your “Help” and “Settings” tab.

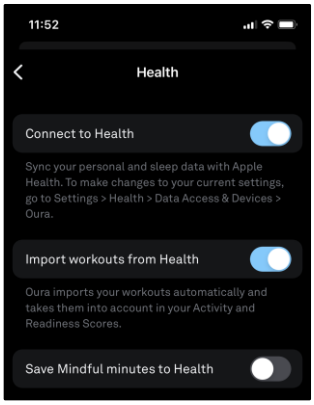

10:19
ŌURA
Today
READINESS
86
Optimal
What do you want to do today?
Your resting heart rate indicates that you're well-rested. Could this be a day for taking on a creative challenge?

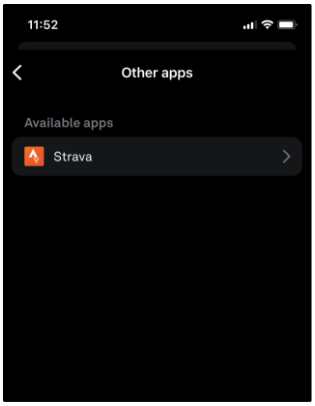


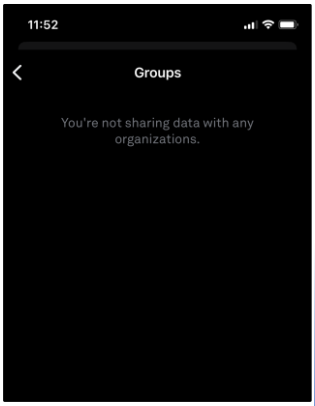
Settings

Once under “Settings,” you can scroll down until you reach “Data Sharing.” Underneath “Data Sharing,” you can choose if you want to share the health information your Oura Ring collects with “Apple Health,” “Other Apps,” and “Groups.” It is recommended that if you choose to share with any of these, that you research what those companies do with the data they collect from your Oura ring. You can also read Oura Ring’s “Privacy Policy” to learn more about what they share. Oura Ring privacy policy states they don’t sell or rent your information. You can also scroll to the bottom of “Settings” to “Delete account and all data.”



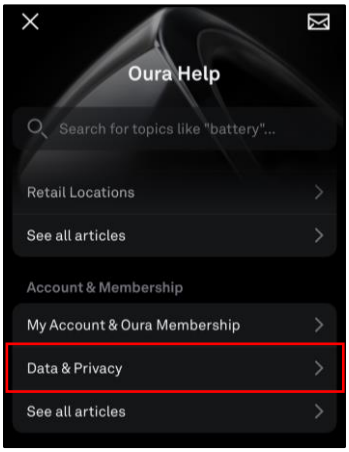

11:52
Health
Connect to Health
Sync your personal and sleep data with Apple Health. To make changes to your current settings, go to Settings > Health > Data Access & Devices > Oura.
Import workouts from Health
Oura imports your workouts automatically and takes them into account in your Activity and Readiness Scores.
Save Mindful minutes to Health

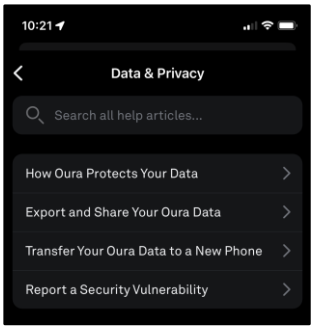




Help

Under “Help,” you can scroll down to “Account & Membership,” where you can then select “Data & Privacy.” Once here you can learn more about how Oura Ring handles your data, “Export and Share your Oura Data,” “Transfer your Oura Data to a New Phone,” and “Report a Security Vulnerability.”

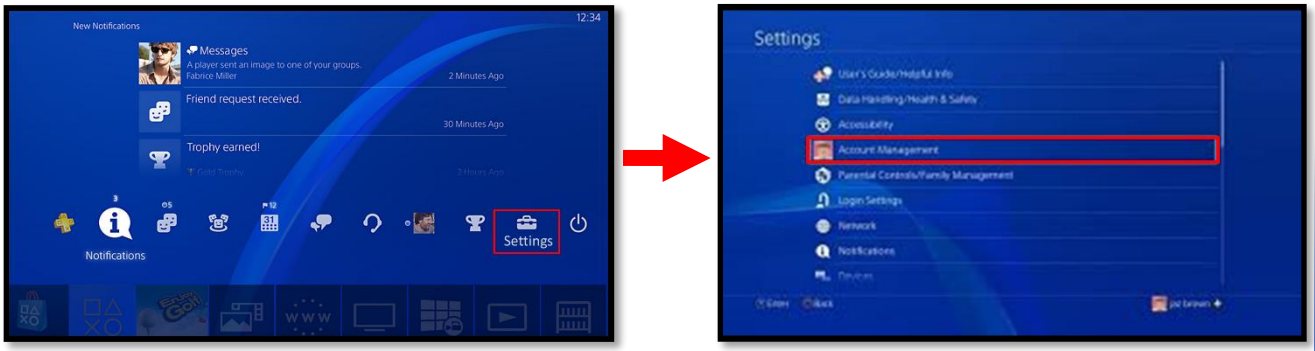



10:21
Data & Privacy
Search all help articles...
How Oura Protects Your Data
Export and Share Your Oura Data
Transfer Your Oura Data to a New Phone
Report a Security Vulnerability

PLAY STATION

- **Do** use caution when sharing Gameplay when messages, video, audio, and personal data may be available to other users participating in your game experience.
- **Do** select “Friends Only” for all available settings options. Ensure family members take similar precautions with their accounts. Their privacy and share settings can expose your personal data.
- **Do** use parental controls to restrict access to questionable content and features for children using the PS4.
- **Do** refer to privacy policies/user agreements of individual games and third-party applications to see if they use the PS4 camera, and to understand other privacy information.
- **Don’t** forget to update your PS4 system to the latest version of the system software.
- **Don’t** use pictures of yourself for your profile photos. Instead, use avatars or photos of something else. Profile photos are potentially viewable to other users and the public depending on your privacy settings.
- **Don’t** discard or transfer ownership of your PlayStation without using “Initialization.” Initialization sets your PS4 back to factory mode and erases the system data.
- **Don’t** establish connections with individuals you do not know and trust. Understand that not everyone is who they say they are.

PlayStation (PS) allows you to manage a host of settings in order to take ownership of your system security and privacy and determine what information other users can see. You must first access the “Settings” button from the “Dashboard Menu,” highlighted below in red. From there, go to “Account Management.”

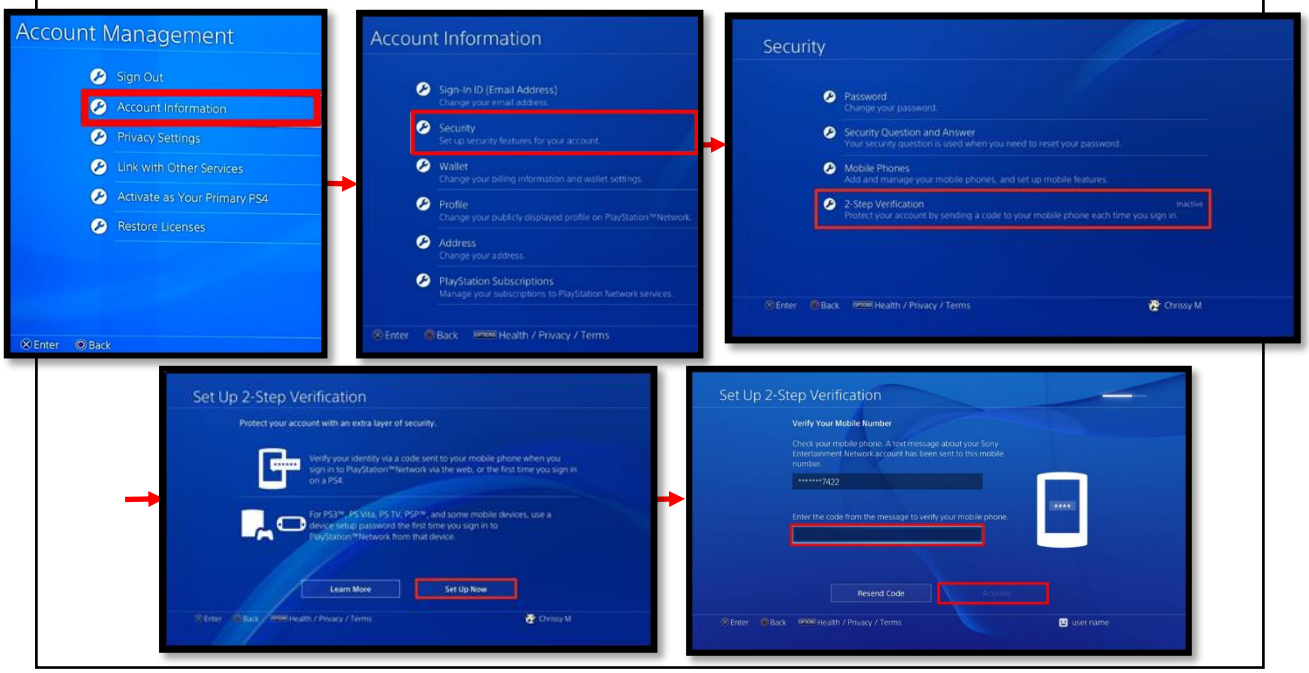


Two-Factor Authentication: After you go to “2-Step Verification,” select ACTIVATE to switch on 2-Step Verification. Next, select how the verification will be received; whether, via Authenticator App or Text Message. For user’s that select verification via authenticator app, open an authenticator app on your mobile device and scan the QR code. If the QR code fails, copy and paste the alphanumeric code. You’ll then see a verification code in the app. For users that select verification via text, enter a mobile number or select an existing one. Enter the verification code that was sent to your mobile device. **Recommendation**: Save your backup codes in a secure location. Backup codes allow access to your system when your cell phone is not available; therefore, if the backup codes are compromised, a hacker can use these to circumvent the intended protections of 2-step verification.

PLAY STATION

2-Step Verification

PlayStation's two-factor authentication is an added layer of security to ensure only authorized individuals have access to the system, accounts, and privacy information.


Account Management
Sign Out
Account Information
Privacy Settings
Link with Other Services
Activate as Your Primary PS4
Restore Licenses
Enter
Back
Account Information
Sign-In ID (Email Address)
Change your email address.
Security
Set up security features for your account.
Wallet
Change your billing information and wallet settings.
Profile
Change your publicly displayed profile on PlayStation™Network.
Address
Change your address.
PlayStation Subscriptions
Manage your subscriptions to PlayStation Network services.
Enter
Back
Health / Privacy / Terms
Security
Password
Change your password.
Security Question and Answer
Your security question is used when you need to reset your password.
Mobile Phones
Add and manage your mobile phones, and set up mobile features.
2-Step Verification
Protect your account by sending a code to your mobile phone each time you sign in.
Inactive
Enter
Back
Health / Privacy / Terms
Chrissy M
Set Up 2-Step Verification
Protect your account with an extra layer of security.
Verify your identity via a code sent to your mobile phone when you sign in to PlayStation™Network via the web, or the first time you sign in on a PS4.
For PS3™, PS Vita, PS TV, PSP™, and some mobile devices, use a device setup password the first time you sign in to PlayStation™Network from that device.
Learn More
Set Up Now
Enter
Back
Health / Privacy / Terms
Chrissy M
Set Up 2-Step Verification
Verify Your Mobile Number
Check your mobile phone. A text message about your Sony Entertainment Network account has been sent to this mobile number.
*******7422
Enter the code from the message to verify your mobile phone.
Resend Code
Activate
Enter
Back
Health / Privacy / Terms
user name

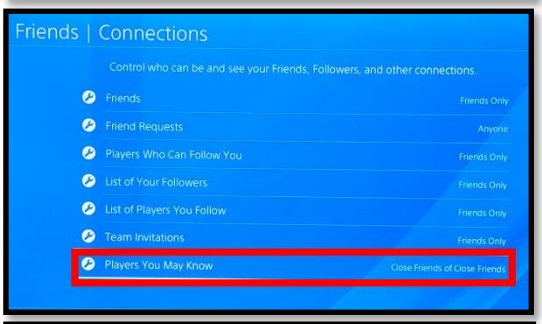
Privacy Settings

Next, let's take a look at privacy settings. From the "Account Management" screen, select "Privacy Settings" as seen on the right highlighted in red. The "Gaming | Media" subcategory allows you to determine which activities are viewable by others. The "Friends | Connections" subcategory allows you to decide which status of individuals (e.g. friends, followers, etc) can view established connections. The "Personal Info | Messaging" category allows you to choose who can see your real name and who can communicate.

Privacy Settings
Gaming | Media
If it has to do with games, music, and movies, you'll find your privacy settings here.
Friends | Connections
Control who can be and see your Friends, Followers, and other connections.
Personal Info | Messaging
Choose who can see your real name and communicate with you.

PLAY STATION

Privacy Setting Recommendations.
It is recommended that you set your privacy settings to “Friends Only” for most sections, in order to prevent the general public from seeing information pertaining to the user. See “Recommended Privacy Settings” on the privacy settings graphics for “Gaming | Media,” “Friends | Connections,” and the “Personal Info | Messaging” subcategories. It is recommended the primary user and family members be mindful of who they become friends with and connect to on the system. It is important to remember not everyone on your family and friends “Friends List,” should be trusted. Parents, it is important to know not all users have good intentions or are accurately portraying themselves online. For this reason, it is recommended that you review your child’s “friends” periodically. Other users on the system may utilize gaming systems to connect with potential victims or use social engineering against other users. If you do not know someone, it is recommended you not add them to your “Friends List.”



After going through “Gaming | Media,” the “Activities” box shows different setting options you can choose from for privacy. It is recommended you select the “Friends Only” option as shown here to the left, highlighted in red.

Parental Controls

PlayStation allows you to manage numerous parental control settings with the ability to limit playing time, restrict user account creation, set maturity levels for games, and change system passcodes. To get to “Parental Controls/Family Management” settings, select the “Settings” tab on the front “Dashboard Menu” and scroll down to “Parental Controls.” The subcategories are “PS4 System Restrictions” and “Family Management.”

PLAY STATION

From the “System Restrictions” section, you can select “New User Creation and Guest Login” to restrict who can log into the PlayStation and whether guests can access the system. From the “System Restrictions” section, you can click “Default Parental Controls” for the purpose of setting age and maturity restrictions for your users. See the graphics below for the pathways to these features within the settings. It is recommended parents implement the various system restrictions and the age-appropriate parental controls.

System Restrictions
New User Creation and Guest Login
Allowed
If you select [Not Allowed], you can prevent people from creating new users or logging in as guests on this PS4. Also, existing users who have never signed in to PlayStation Network will be unable to sign in to PlayStation Network.
Web Filter
Default Parental Controls
Temporarily Disable PS4 System Restrictions
Change System Restriction Passcode
System Restrictions
New User Creation and Guest Login
Allowed
Web Filter
Default Parental Controls
Change the default parental controls for new users who haven't joined PlayStation Network, and guests who don't sign in to PlayStation Network.
Temporarily Disable PS4 System Restrictions
Change System Restriction Passcode
Default Parental Controls
Change the default parental controls for new users who haven't joined PlayStation Network, and guests who don't sign in to PlayStation Network.
Age Level for Games
Set the control level for playing games that have parental control restrictions. The lower the level, the tighter the control.
Level 9: Age 17 or Older (Approximation)
Age Level for Blu-ray Disc™/DVDs
Use of PlayStation VR
Allowed
Use of Internet Browser
Allowed
Age Level for Games
Restrict use of games based on the following parental control level.
Level 9: Age 17 or Older (Approximation)
Games with the following ratings can be played.
C
E
E
T
M

See below for the approximate user ages that match up to the parental control levels available in the user settings.

Age group	eC	E	E10+	T	M	A
Game parental control level	2	3	4	5	9	10

Passcode

The PlayStation Passcode is defaulted to “0000.” It is strongly recommended you change the system passcode to enhance the security of your device. To change the passcode, go to the “System Restrictions” section, and select “Change System Restriction Passcode” as illustrated in the bottom left graphic below, highlighted in red. Next, type in a new system restriction passcode. Verify the passcode by entering it a second time.

PLAY STATION

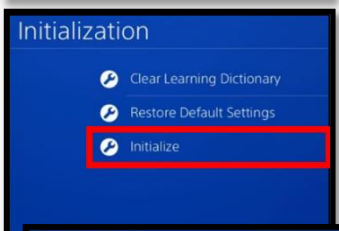
Family Management

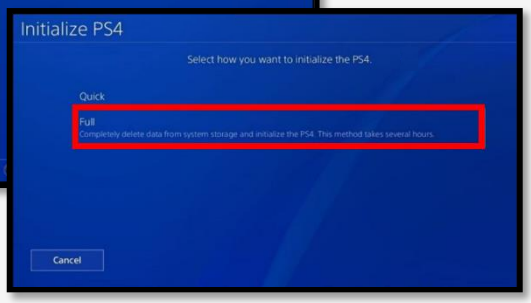
Go to the “Parental Controls/Family Management” section. On the PS, select “Family Management” (as seen on the right, highlighted in red) and click “Set Up Now” (as seen below, highlighted in red). Within the “Family Management” area, parents can identify all the family members that will use the PlayStation system, manage play time limits, and set restrictions for children. A parent, guardian, or family manager can set the parental controls.

Set Up Your Family
By setting up and managing your family, you can make your family members' experiences on PlayStation safer.
• Manage your children's play time using a PC or mobile device.
• Set restrictions on network features and PS4 applications for children.
• Set spending limits for children.
• Adults who are set as parents/guardians can set parental controls.
Set Up Now

Initialization

Next, it is recommended you use the “Initialization” feature whenever you are discarding or transferring the PlayStation system to another person. Initialization of your PS system restores system settings to default values. It deletes data saved on system storage and deletes all users and their data from the system. This cannot be undone, so make sure you do not perform this action unless absolutely sure. Initialization helps ensure the removal of your privacy information after you are done with the system. In order to “Initialize” the PS, first go to “Settings,” then “Initialization” as seen to the right, highlighted in red. Next, select “Initialize” as illustrated on the bottom right, highlighted in red. Finally, click “Full,” as depicted on the bottom right graphic, highlighted in red. Selecting “Full” completely initializes the system. If the “Quick” feature is selected, the system will not be completely restored to its default settings - some data will still remain on the PS. Be sure you are doing a “Full” initialization.




Initialize PS4
Select how you want to initialize the PS4.
Quick
Full
Completely delete data from system storage and initialize the PS4. This method takes several hours.
Cancel

PLAY STATION

Potential System Compromise

Do you think your account may have been compromised or hacked? Have you noticed any of the following:

- Unexpected charges from financial institutions tied to your PlayStation accounts.
- Primary email and password have been changed without your authorization.
- Other account behaviors you didn't perform or approve (like following, unfollowing, blocking, etc.)
- Primary console changed to another device without your consent.
- Receive a special character in a private message, immediately followed by the system crashing or frequent glitches.

If you said "Yes" to any of the above, it is recommended you take the following actions:

- Change your password immediately and use a stronger, more complex password.
- Enable two-factor verification.
- Notify the financial institutions about fraudulent purchases resulting from the hack.
- Set your "Messages" privacy setting to "Private" and adjust other privacy settings as well.
- Restrict who has access to create new accounts and logins.
- Contact PlayStation Support or the Sony Customer Service line immediately.

If you need to report **Spam/Fake Accounts/Harassment**: Contact the PlayStation Support Site at 1-800-345-7669 or the Sony Customer Service Line.

You can also report that your account has been hacked by going to https://www.playstation.com/en-us/support.

If you have additional questions about responding to system compromise, contact https://twitter.com/AskPlayStation.

Important Message on PlayStation: you are responsible for all activities on your PlayStation Network, so it's very important you do your best to ensure you are the only person using it.

The PlayStation System is an entertainment system that enables users to enjoy multiplayer online gaming, stream live TV, provides a social and messaging network for friends to connect, allows for video streaming services such as Netflix, Amazon Video, Hulu, YouTube, HBO Now, NBA TV, and more. Each application has its own privacy concerns and is susceptible to being breached or hacked.

Sony/PlayStation Users recently received a notification like the one on the lower right here. This notification is to let users know that there has been a change in their policy, and they are now allowing users to record party conversations. This does not mean however, according to Sony, that Sony or PlayStation themselves are recording your conversation. These recording must be initiated by an individual in the "Party" and then submitted for possible violations to Sony. This feature is also only available to PS5 users but can be used in parties where PS4 users are also in attendance.

About Party Safety
We want PlayStation Network to be fun for everyone, which is why we have a Community Code of Conduct.
Please be aware that voice chats in parties may be recorded and sent to us by other users. By participating in voice chats, you agree to your voice being recorded.
When behaviors that violate the Community Code of Conduct are reported, PlayStation Safety will review the reports to check if there have been genuine violations.
These recordings will be used only for safety and moderation purposes by PlayStation Safety.

TRAVELING WITH SMARTPHONES

- **Do** enable password and fingerprint locks on your device. Also, protect "Settings" changes on your phone by requiring a password.
- **Do** assume that all information on your device can be accessed remotely. Don't store passwords and sensitive information on your phone.
- **Do** always use complex passwords. The stronger and longer the password, the more difficult it will be for someone to hack into your phone.
- **Do** delete emails that are old or no longer needed prior to travel. Remember that emails contain a lot of personal information. Think about what a hacker might gain if they were able to access your email.
- **Don't** become complacent upon returning from your travels. Examine your smartphone as soon as you return home. If it is acting up or repeatedly making you put your password in, there may be malware on your device. In that case, you may want to take it in or consider getting a new device.
- **Don't** link apps and social media accounts together (e.g., using one SM account to login to another). Remember, if someone hacks into one of your accounts, it is better if they only get access to that one. Linking accounts together makes all of them vulnerable.
- **Don't** leave GPS, Bluetooth, and wifi turned on when traveling. Leaving any of these on could allow a hacker to connect to your phone if able to get within a certain distance from you.

Wifi Safety Tip

Avoid Public wifi at all costs as hackers will often name a network the same thing as the hotel or other public network. Hackers in Europe have been caught making Public wifi networks to resemble public network names. Do not assume all networks are secure. Just because it says the name of a company does not mean it is a legitimate network. Check with the company to be sure. Also, be sure to turn your wifi off when you are not using it in order to prevent remote tracking or hacking of your phone.

Precautionary Tips

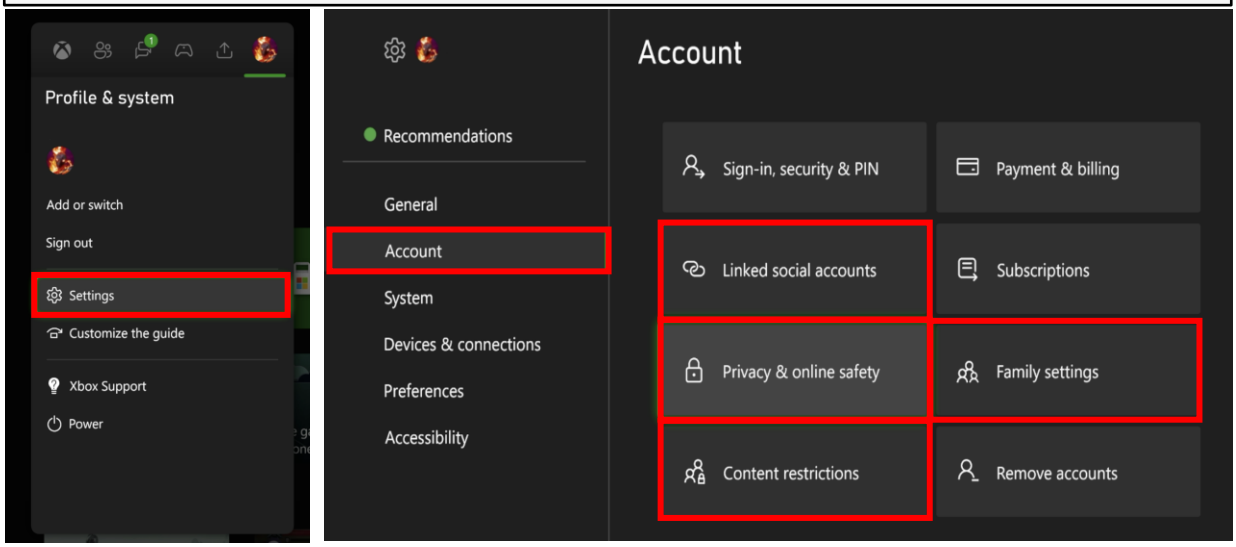
- Be aware that your phone may be forensically scanned when entering a foreign country.
- Set your phone to lock automatically and ensure you have a complex password or fingerprint enabled while traveling. This will help limit an intruder's ability to break into your phone if you happen to misplace it.
- Consider installing a VPN to ensure more secure online activity.
- Turn off wifi and Bluetooth when traveling. Only turn on these capabilities when absolutely necessary, then turn them off when done.
- Purchase SIM cards for international travel in the U.S. prior to departure. This will ensure not only your security, but functionality with your device. If you decide to use a SIM card, make sure to turn off "Auto Sync" to conserve your battery and data plan.
- Make sure all software is updated on your phone, as this will ensure the most up to date security patches are installed on your device.
- Make sure to backup all your data before traveling so that if your phone or data is lost, you can easily restore the information and won't be without important contacts and travel information.
- When feasible, it is recommended to purchase a pay-as-you-go phone for travel, especially for travel overseas. This is probably the single best way to prevent your personal information from getting into the wrong hands should you lose the phone.
- Make sure to use your own charger and cables. Try not to purchase them from your destination if possible.

XBOX

- **Do** use caution when sharing Gameplay when messages, video, audio, and personal data may be available to other users participating in your game experience.
- **Do** select “Friends Only” for all available settings options. Ensure family members take similar precautions with their accounts. Their privacy and share settings can expose your personal data.
- **Do** use parental controls to restrict access to questionable content and features for children using the Xbox.
- **Don’t** forget to update your Xbox system to the latest version of the system software.
- **Don’t** use pictures of yourself for your profile photos. Instead, use avatars or photos of something else. Profile photos are potentially viewable to other users and the public depending on your privacy settings.
- **Don’t** discard or transfer ownership of your Xbox without setting it back to factory mode and erasing the system data.
- **Don’t** establish connections with individuals you do not know and trust. Understand that not everyone is who they say they are.

Settings

To start, open up your settings menu by double-tapping the Xbox button, then use the right bumper to move to the “Profile & System” Tab. Use the left stick and move down to the gear icon/Settings and Press A. Then use the left stick to move the “Account” tab to access your settings. Select the “Linked social accounts,” “Privacy & online safety,” “Family settings,” or Content restrictions” to make changes to your settings.

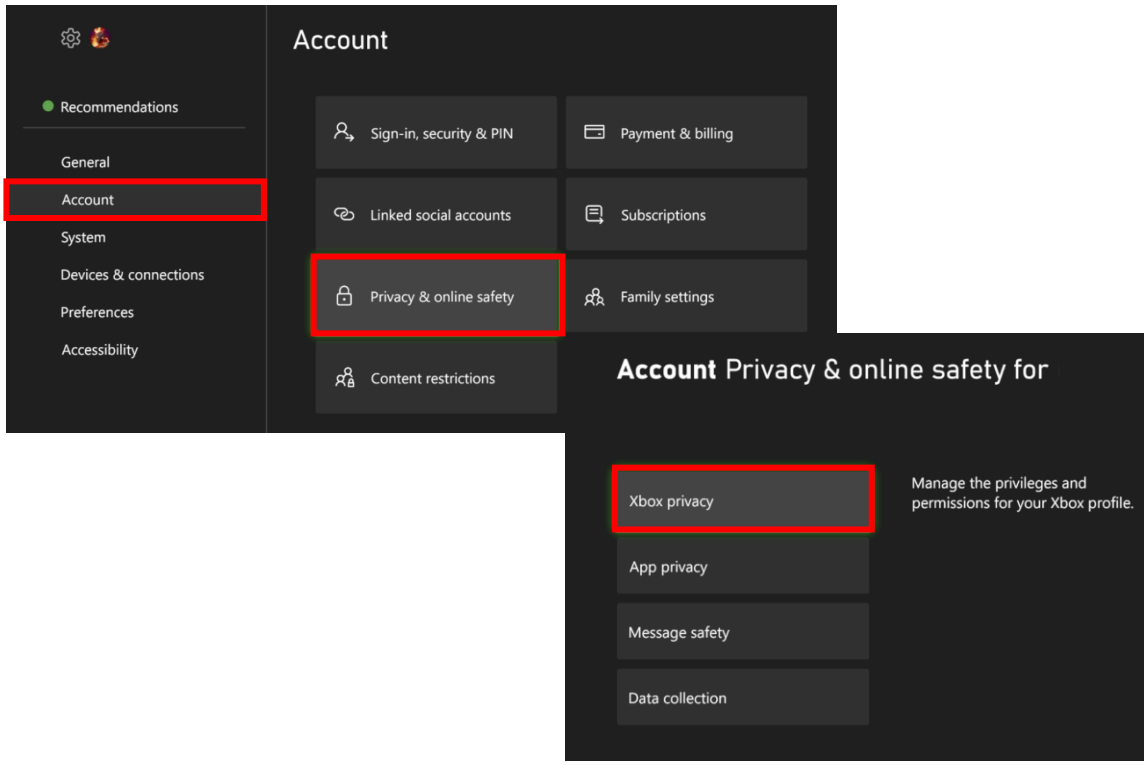


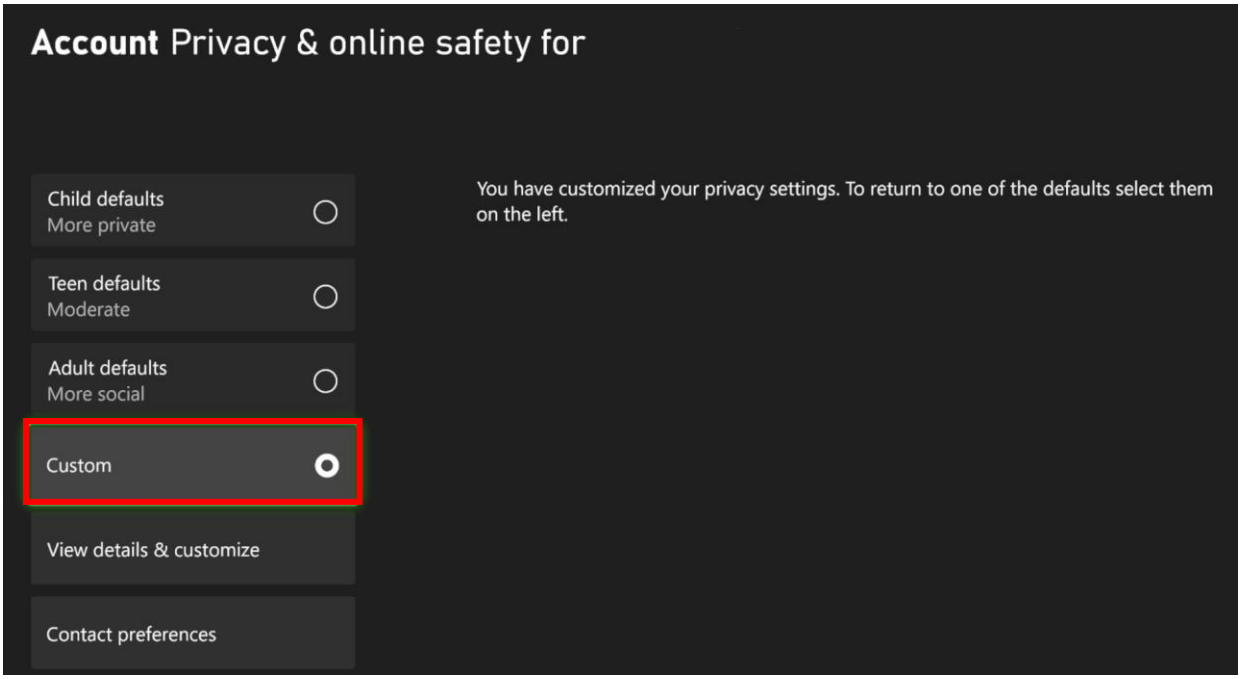
Xbox is a video gaming brand created and owned by Microsoft. The brand consists of five video game consoles, as well as applications (games), streaming services, an online service by the name of Xbox network, and the development arm by the name of Xbox Game Studios.

XBOX

Privacy & online safety

Once you navigate to the “Xbox Privacy” screen, you can choose between four options; “Child defaults,” “Teen defaults,” “Adult defaults,” and “Custom.” If you choose “Custom,” you will need to change several settings outlined in the next few pages of this document.

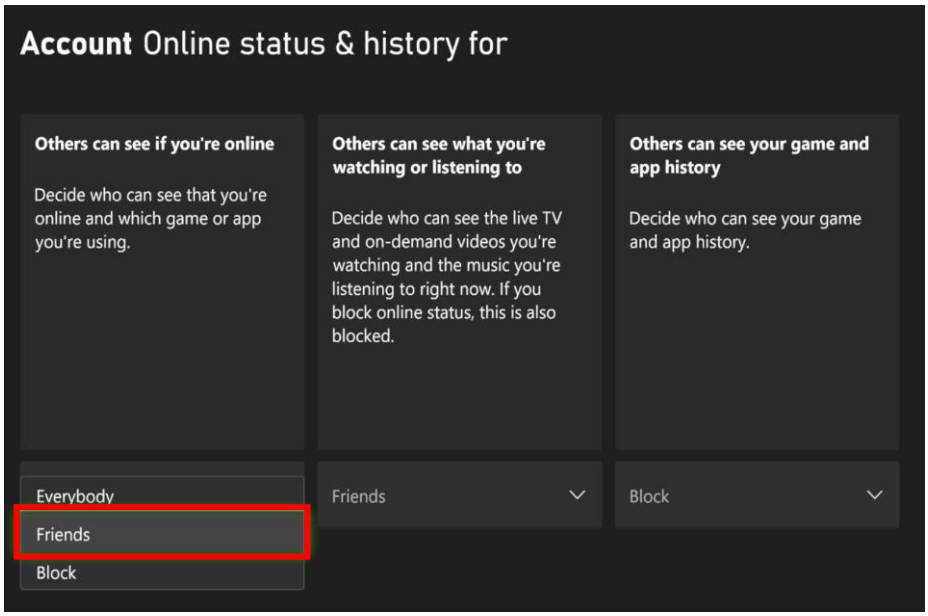




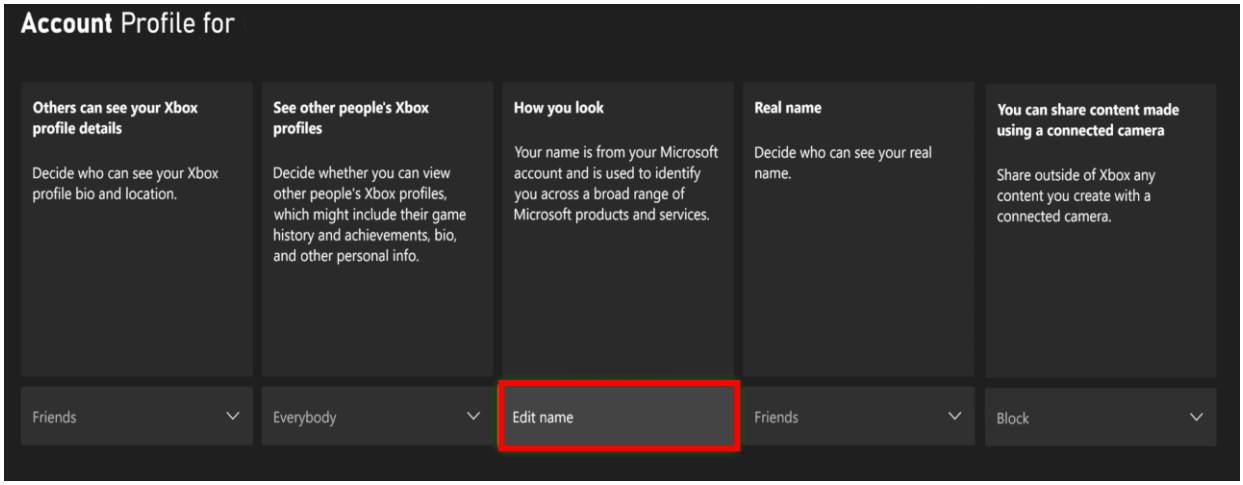
XBOX

Xbox Privacy

If you decided to customize your settings vs choosing the default options there are several sub-options to review. The first is the “Online Status & History” where you can change how others see you online. You have the option to choose “Everybody,” “Friends,” or ”Block.”


Account Online status & history for
Others can see if you're online
Decide who can see that you're online and which game or app you're using.
Others can see what you're watching or listening to
Decide who can see the live TV and on-demand videos you're watching and the music you're listening to right now. If you block online status, this is also blocked.
Others can see your game and app history
Decide who can see your game and app history.
Everybody
Friends
Block
Friends
Block

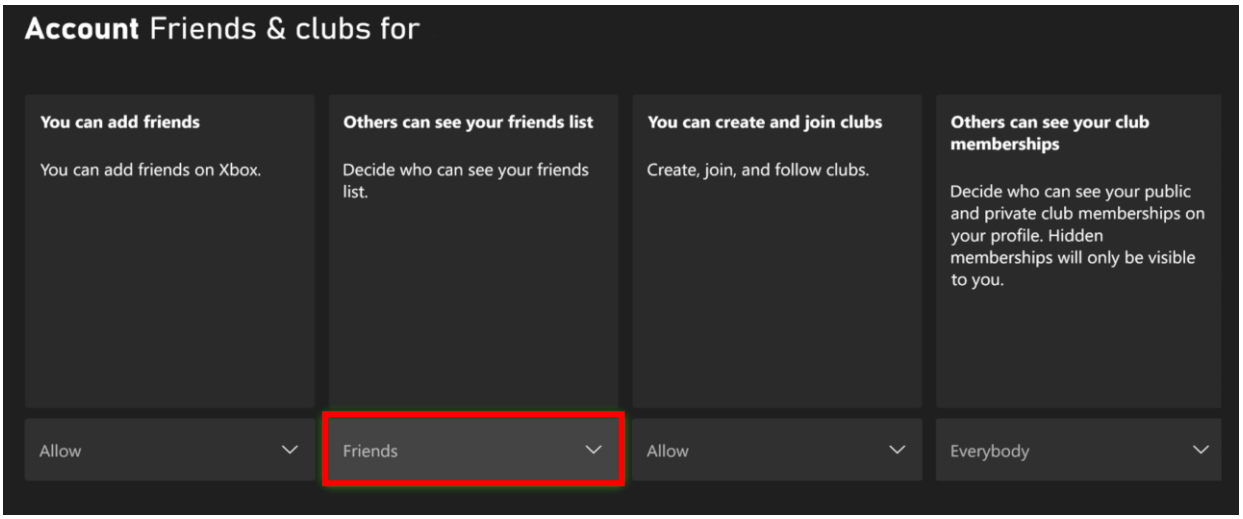
The second is the account “profile” where you can change additionally information about your profile and who can see it.

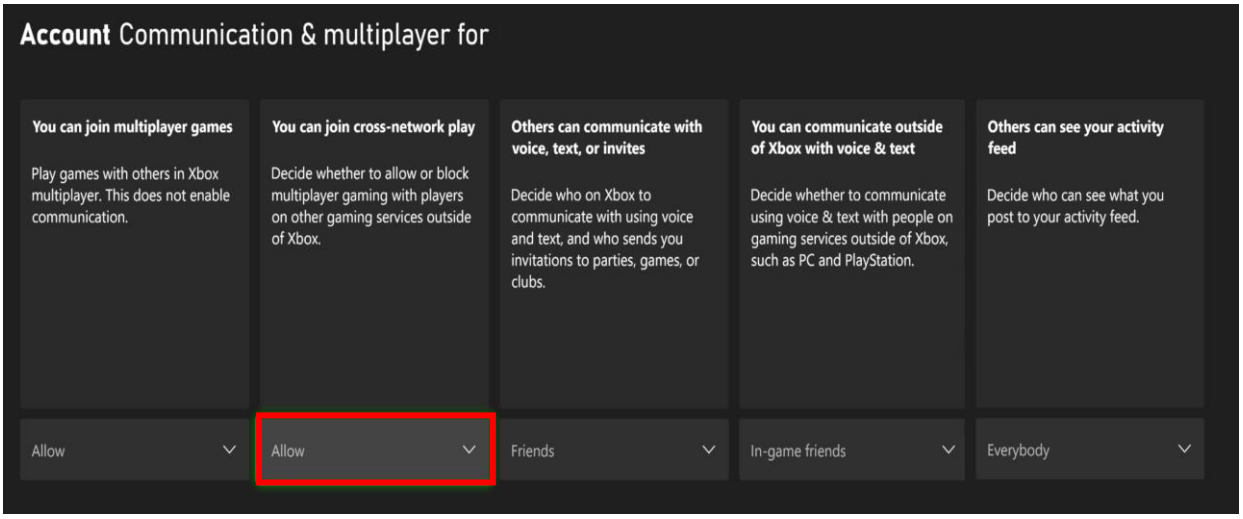

Account Profile for
Others can see your Xbox profile details
Decide who can see your Xbox profile bio and location.
See other people's Xbox profiles
Decide whether you can view other people's Xbox profiles, which might include their game history and achievements, bio, and other personal info.
How you look
Your name is from your Microsoft account and is used to identify you across a broad range of Microsoft products and services.
Real name
Decide who can see your real name.
You can share content made using a connected camera
Share outside of Xbox any content you create with a connected camera.
Friends
Everybody
Edit name
Friends
Block

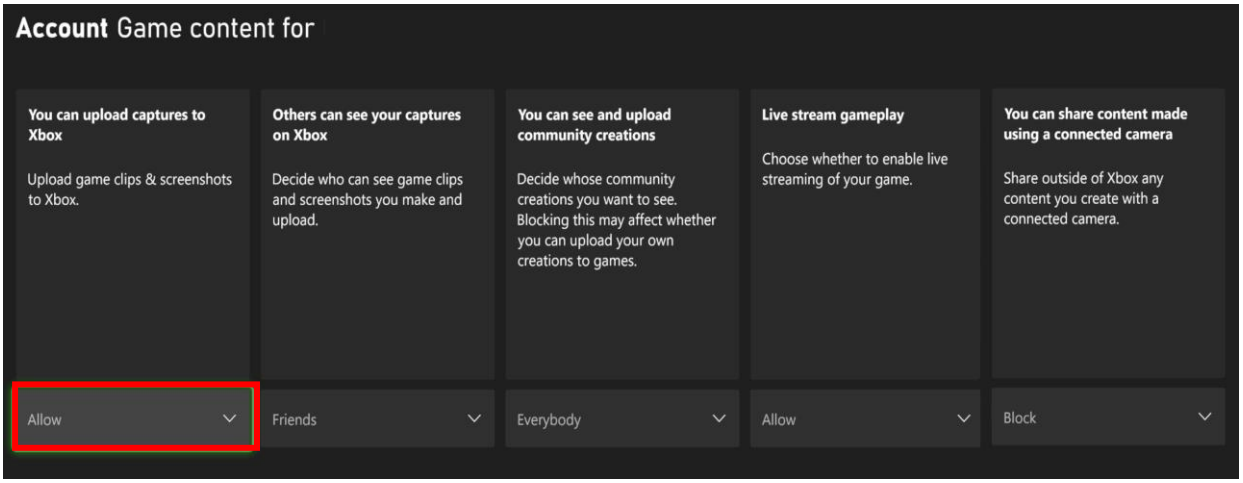
XBOX

Xbox Privacy

More options are the account “Friends & Club,” “Communication and Multiplayer” and ”Gaming Content” settings. Read each section and decide to select “Allow” or “Block;” “Everyone,” “Friends,” or “Block” based upon the dropdown menu options.


Account Friends & clubs for
You can add friends
You can add friends on Xbox.
Allow
Others can see your friends list
Decide who can see your friends list.
Friends
You can create and join clubs
Create, join, and follow clubs.
Allow
Others can see your club memberships
Decide who can see your public and private club memberships on your profile. Hidden memberships will only be visible to you.
Everybody

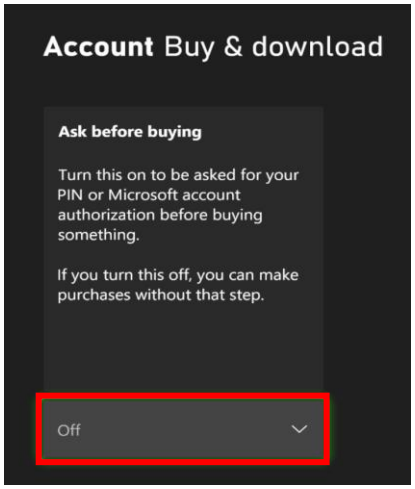

Account Communication & multiplayer for
You can join multiplayer games
Play games with others in Xbox multiplayer. This does not enable communication.
Allow
You can join cross-network play
Decide whether to allow or block multiplayer gaming with players on other gaming services outside of Xbox.
Allow
Others can communicate with voice, text, or invites
Decide who on Xbox to communicate with using voice and text, and who sends you invitations to parties, games, or clubs.
Friends
You can communicate outside of Xbox with voice & text
Decide whether to communicate using voice & text with people on gaming services outside of Xbox, such as PC and PlayStation.
In-game friends
Others can see your activity feed
Decide who can see what you post to your activity feed.
Everybody


Account Game content for
You can upload captures to Xbox
Upload game clips & screenshots to Xbox.
Allow
Others can see your captures on Xbox
Decide who can see game clips and screenshots you make and upload.
Friends
You can see and upload community creations
Decide whose community creations you want to see. Blocking this may affect whether you can upload your own creations to games.
Everybody
Live stream gameplay
Choose whether to enable live streaming of your game.
Allow
You can share content made using a connected camera
Share outside of Xbox any content you create with a connected camera.
Block

XBOX

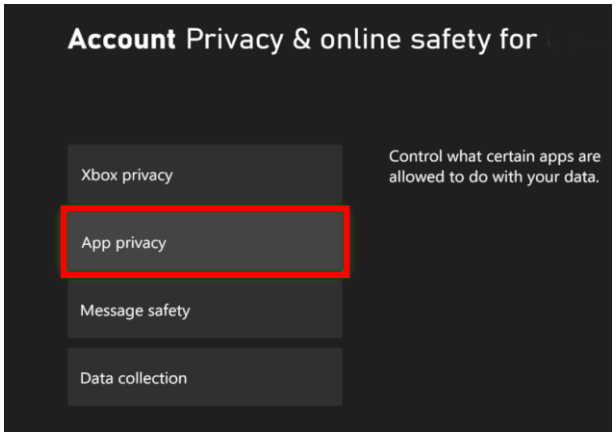
The final selections are “Sharing outside of Xbox” or “Buying & Downloads” Read each section and decide to select “Allow” or “Block,” based upon the dropdown menu options.

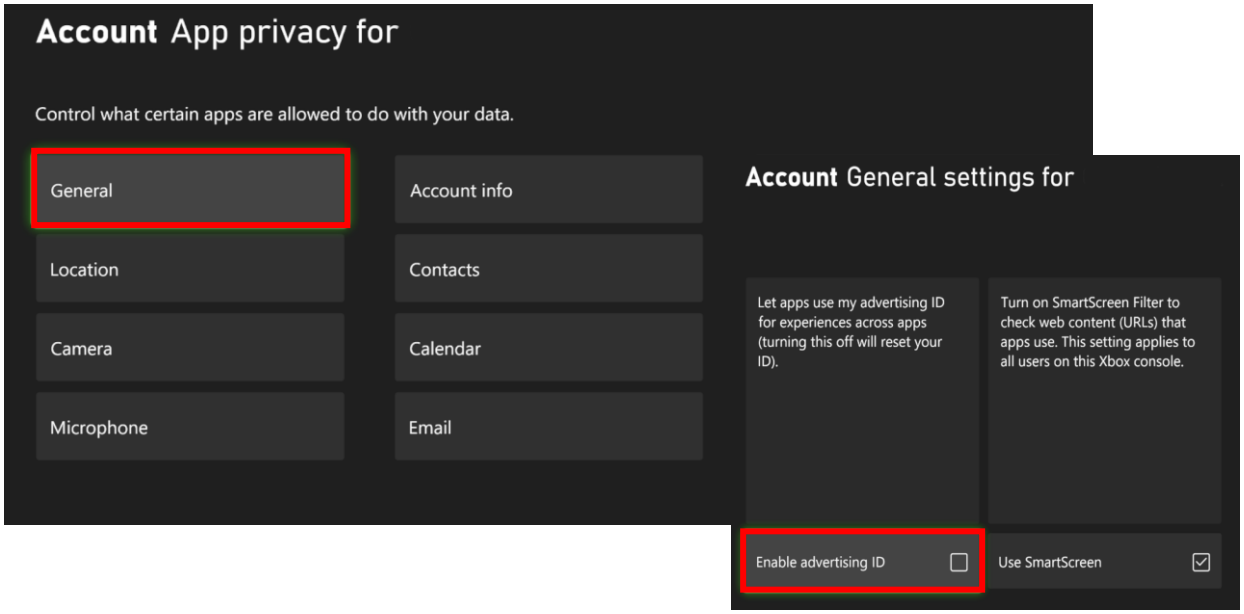
Account Sharing outside of Xbox
Others can share your content to social networks
Decide who can share your Xbox content to experiences outside of the Xbox network.
You can share outside of Xbox
Share your Xbox content to experiences outside of the Xbox network.
Block
Block


Account Buy & download
Ask before buying
Turn this on to be asked for your PIN or Microsoft account authorization before buying something.
If you turn this off, you can make purchases without that step.
Off

App Privacy

Once you navigate to the “App privacy,” you can modify eight different privacy settings. Review each setting and determine if you want to enable it or not. Each are enabled with the ”Check” of the box.


Account Privacy & online safety for
Xbox privacy
App privacy
Message safety
Data collection
Control what certain apps are allowed to do with your data.


Account App privacy for
Control what certain apps are allowed to do with your data.
General
Location
Camera
Microphone
Account info
Contacts
Calendar
Email
Account General settings for
Let apps use my advertising ID for experiences across apps (turning this off will reset your ID).
Turn on SmartScreen Filter to check web content (URLs) that apps use. This setting applies to all users on this Xbox console.
Enable advertising ID
Use SmartScreen

XBOX

App Privacy

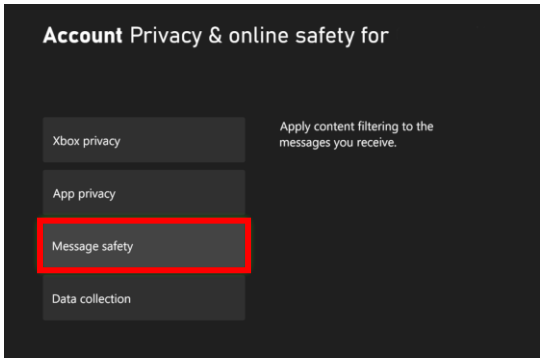
Review each setting and determine if you want to enable it or not. To enable ”Check” the box.

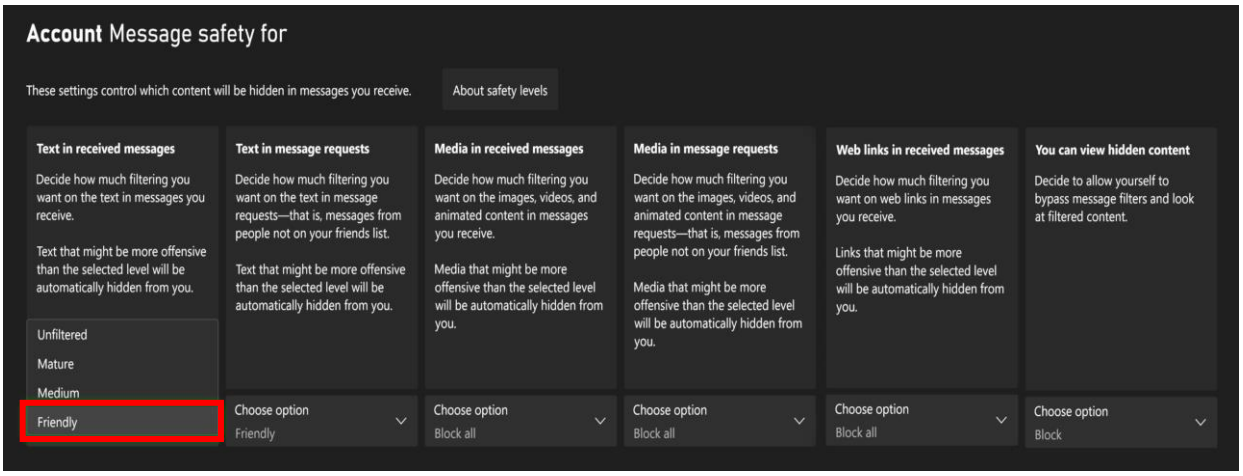
Account Location
Turn Location on or off for all apps
Some apps need location — turning it off might affect what they can do.
Location on
Account Camera
Turn Camera on or off for all apps
Some apps need the camera — turning it off might affect what they can do.
You need Kinect or another camera plugged in and turned on for apps to use it.
Camera on
Account Microphone
Turn Microphone on or off for all apps
Some apps need a microphone — turning it off might affect what they can do. You need a headset or Kinect to use the microphone.
Microphone on
Account Account info
Turn Account info on or off for all apps
Control if apps can access some of your Microsoft account info like your name and picture. This doesn't include your gamertag or gamerpic.
Account info on
Account Contacts
Turn Contacts on or off for all apps
Some apps need access to contacts — turning it off might affect what they can do. This doesn't include your Xbox friends.
Contacts on
Account Calendar
Turn Calendar on or off for all apps
Some apps need access to calendar — turning it off might affect what they can do.
Calendar on
Account Email
Turn Email on or off for all apps
Some apps need access to email — turning it off might affect what they can do.
Email on

XBOX

Message Safety

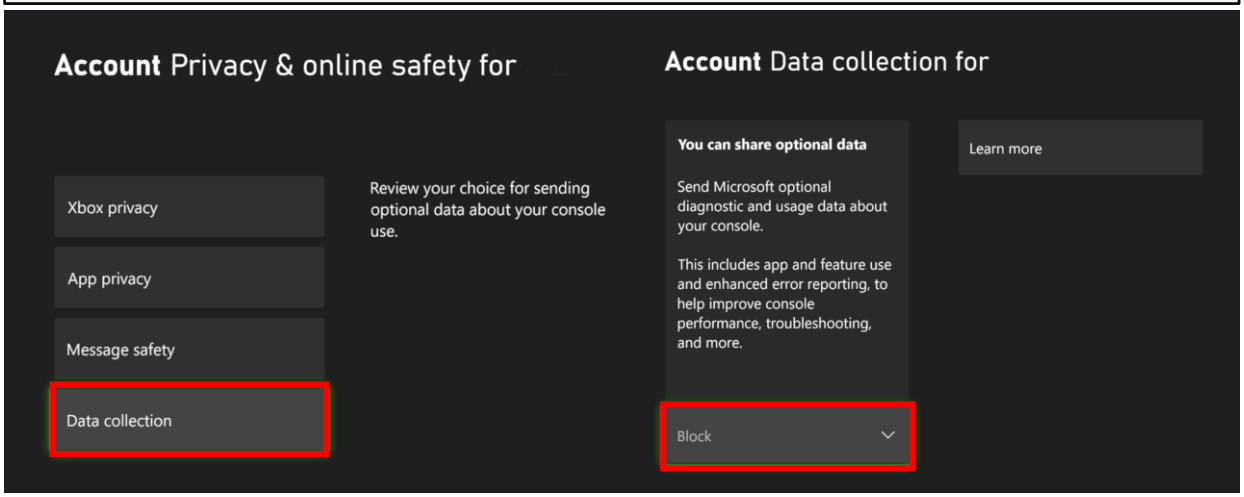
Once you navigate to the “Privacy & online safety” screen, you can choose between four options; Xbox Privacy, App Privacy, Message Safety, & Data Collection. Select “Message Safety” and “Select” the safety level of preference.




Account Message safety for
These settings control which content will be hidden in messages you receive.
About safety levels
Text in received messages
Decide how much filtering you want on the text in messages you receive.
Text that might be more offensive than the selected level will be automatically hidden from you.
Unfiltered
Mature
Medium
Friendly
Text in message requests
Decide how much filtering you want on the text in message requests—that is, messages from people not on your friends list.
Text that might be more offensive than the selected level will be automatically hidden from you.
Choose option
Friendly
Media in received messages
Decide how much filtering you want on the images, videos, and animated content in messages you receive.
Media that might be more offensive than the selected level will be automatically hidden from you.
Choose option
Block all
Media in message requests
Decide how much filtering you want on the images, videos, and animated content in message requests—that is, messages from people not on your friends list.
Media that might be more offensive than the selected level will be automatically hidden from you.
Choose option
Block all
Web links in received messages
Decide how much filtering you want on web links in messages you receive.
Links that might be more offensive than the selected level will be automatically hidden from you.
Choose option
Block all
You can view hidden content
Decide to allow yourself to bypass message filters and look at filtered content.
Choose option
Block

Data Collection

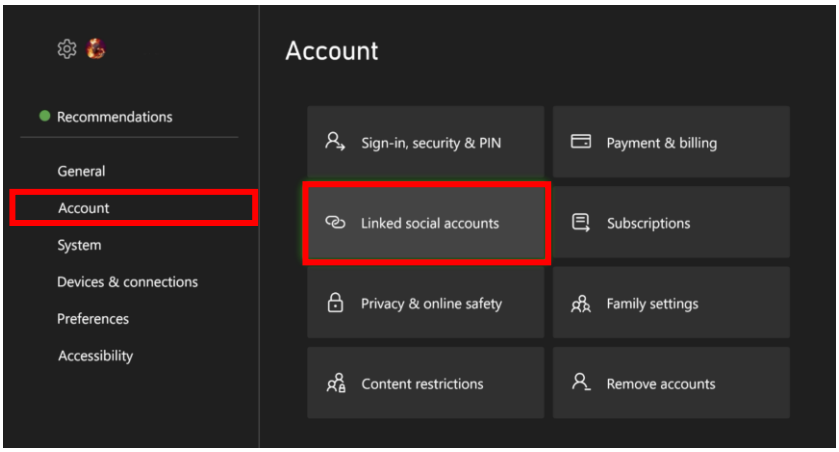
Once you navigate to the “Privacy & online safety” screen, you can choose between four options; Xbox Privacy, App Privacy, Message Safety, & Data Collection. Select “Data Collection” and “Block” the sharing of optional data.

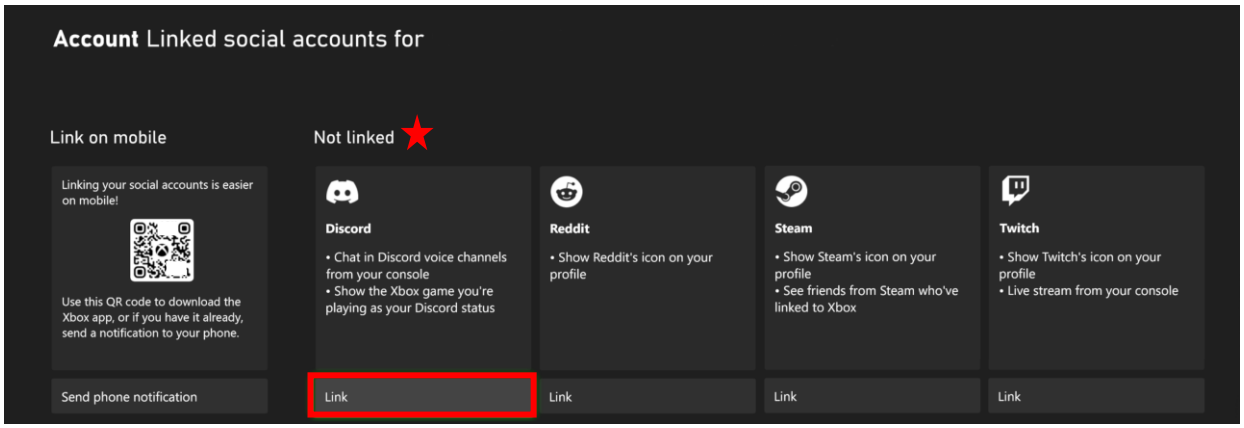

Account Privacy & online safety for
Xbox privacy
App privacy
Message safety
Data collection
Review your choice for sending optional data about your console use.
Account Data collection for
You can share optional data
Send Microsoft optional diagnostic and usage data about your console.
This includes app and feature use and enhanced error reporting, to help improve console performance, troubleshooting, and more.
Block
Learn more

XBOX

Linked Social Accounts

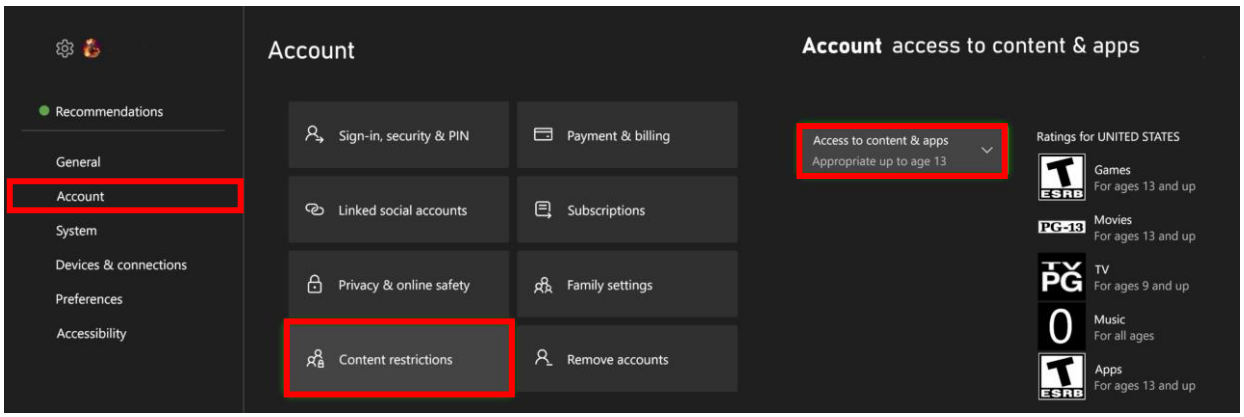
Once you navigate to the “Account” screen, then into the ”Linked social accounts” you can view if there are any liking accounts with “Discord,” “Reddit,” “Steam,” or “Twitch.” It is possible to de-link the accounts under each separate social media program.




Account Linked social accounts for
Link on mobile
Not linked
Linking your social accounts is easier on mobile!
Use this QR code to download the Xbox app, or if you have it already, send a notification to your phone.
Send phone notification
Discord
• Chat in Discord voice channels from your console
• Show the Xbox game you're playing as your Discord status
Link
Reddit
• Show Reddit's icon on your profile
Link
Steam
• Show Steam's icon on your profile
• See friends from Steam who've linked to Xbox
Link
Twitch
• Show Twitch's icon on your profile
• Live stream from your console
Link

Content Restrictions

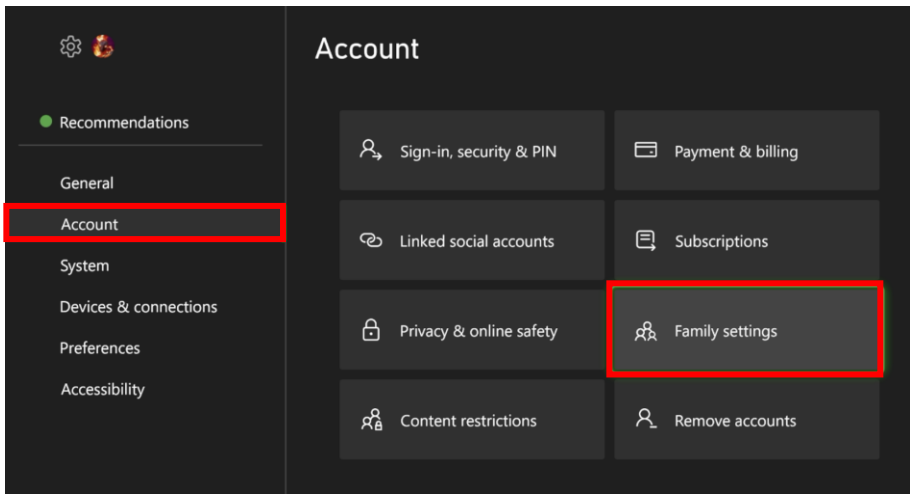
Once you navigate to the “Account” screen, then into the ”Content restrictions” you can choose the appropriate age setting. There are seventeen different settings to choose from “Unrestricted to Age three appropriate.”

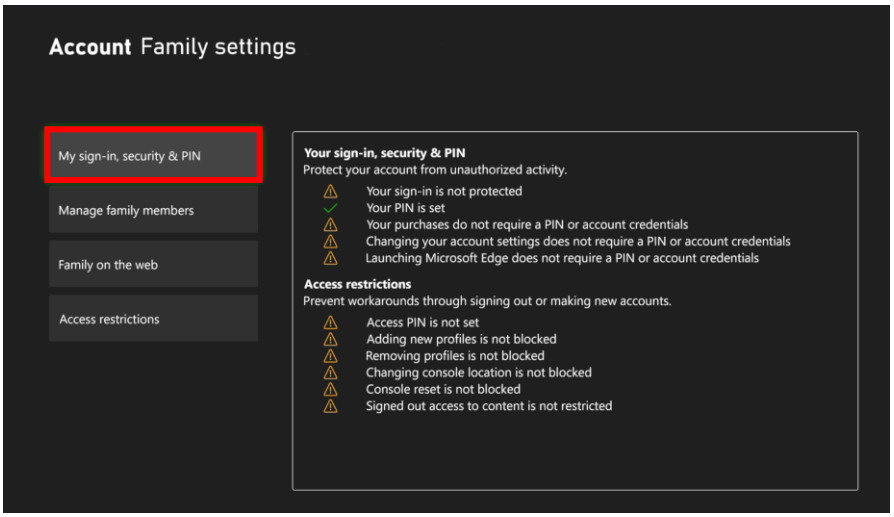


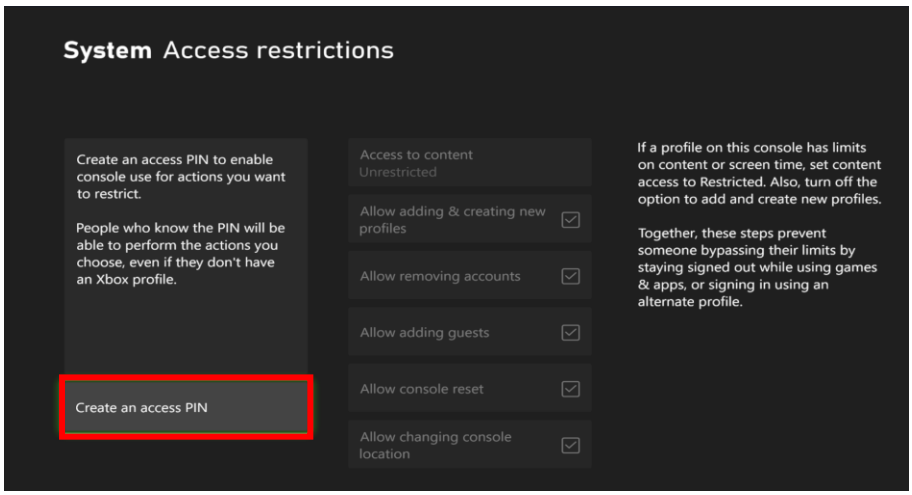
XBOX

Family Setting

Once you navigate to the “Account” screen, then into the ”Family Setting” you can create system access restrictions. With this turned on it will limit content, screen time, and the ability to create new profiles.



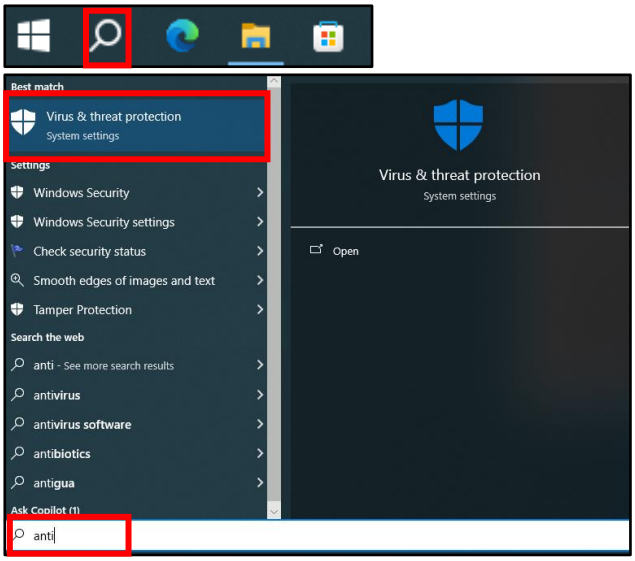

Account Family settings
My sign-in, security & PIN
Manage family members
Family on the web
Access restrictions
Your sign-in, security & PIN
Protect your account from unauthorized activity.
Your sign-in is not protected
Your PIN is set
Your purchases do not require a PIN or account credentials
Changing your account settings does not require a PIN or account credentials
Launching Microsoft Edge does not require a PIN or account credentials
Access restrictions
Prevent workarounds through signing out or making new accounts.
Access PIN is not set
Adding new profiles is not blocked
Removing profiles is not blocked
Changing console location is not blocked
Console reset is not blocked
Signed out access to content is not restricted


System Access restrictions
Create an access PIN to enable console use for actions you want to restrict.
People who know the PIN will be able to perform the actions you choose, even if they don't have an Xbox profile.
Create an access PIN
Access to content
Unrestricted
Allow adding & creating new profiles
Allow removing accounts
Allow adding guests
Allow console reset
Allow changing console location
If a profile on this console has limits on content or screen time, set content access to Restricted. Also, turn off the option to add and create new profiles.
Together, these steps prevent someone bypassing their limits by staying signed out while using games & apps, or signing in using an alternate profile.

ANTI-VIRUS

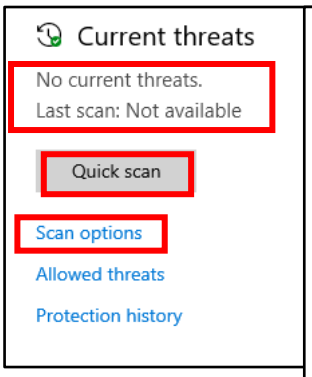
Windows Security

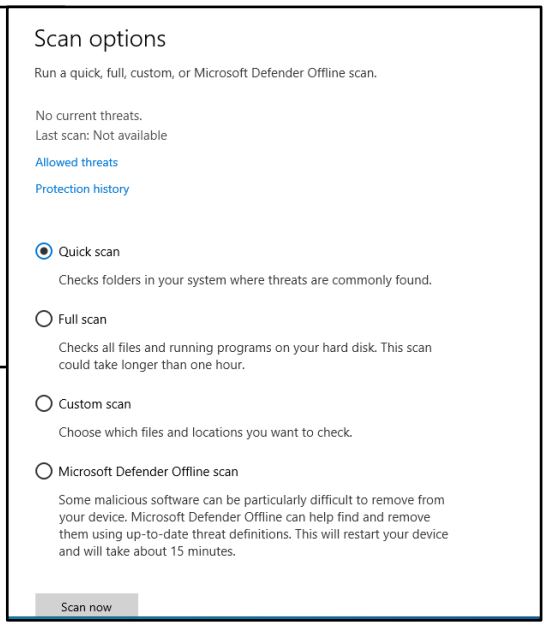
Start by going to the search tab at the bottom left near the windows button. Once here you can type in “anti” and it will pull up the “Virus & threat protection” screen. Once here, you can start going through the Windows built in anti-virus software. **Note:** If you have a separate anti-virus software installed, it will appear here as highlighted below, and will conflict with windows anti-virus software. It is **recommended** that you just use Windows built in anti-virus, it is just shown in this card for training purposes.



Current threats

If you continue to scroll down you will reach the “Current threats” portion. Here it will display if there are any current threats detected and when your last scan was. It is recommended you do a “quick scan” every week. You can also go into the “scan options” and choose what type of scan you want to perform.



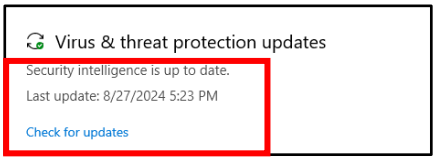

Scan options
Run a quick, full, custom, or Microsoft Defender Offline scan.
No current threats.
Last scan: Not available
Allowed threats
Protection history
Quick scan
Checks folders in your system where threats are commonly found.
Full scan
Checks all files and running programs on your hard disk. This scan could take longer than one hour.
Custom scan
Choose which files and locations you want to check.
Microsoft Defender Offline scan
Some malicious software can be particularly difficult to remove from your device. Microsoft Defender Offline can help find and remove them using up-to-date threat definitions. This will restart your device and will take about 15 minutes.
Scan now

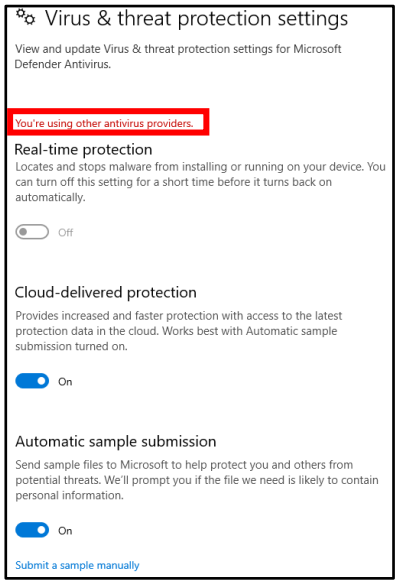
This card is based off of Windows OS. MacOS has its own anti-virus system called XProtect. There is no way to access XProtect through Mac settings. You can always download additional anti-virus software's to your MAC, but it is recommended that you just use XProtect as they can conflict with each other.

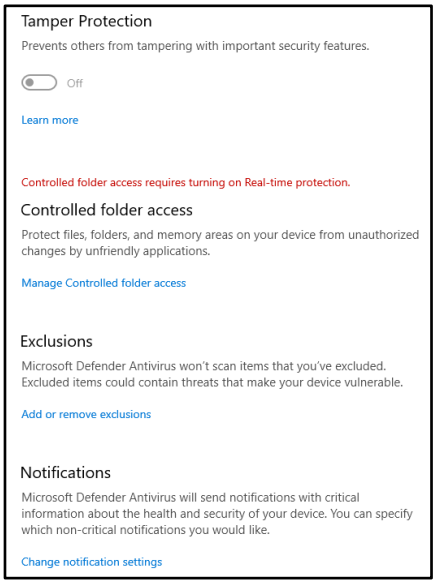
ANTI-VIRUS

Virus & threat protection

Next is the “Virus & threat protection” settings. Here it will display if the anti-virus has detected any viruses or threats that need to be dealt with. You can also go into “Manage settings” to ensure certain ones are enabled. It is recommended that you keep all the options enabled. As shown below, if you have other anti-virus software installed, some options will be turned off.

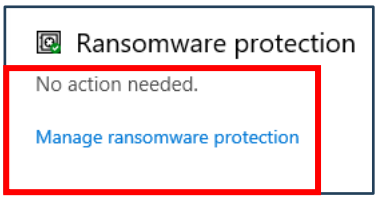


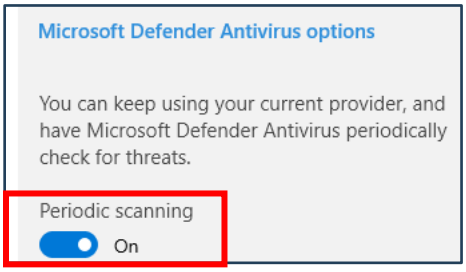

Virus & threat protection settings
View and update Virus & threat protection settings for Microsoft Defender Antivirus.
You're using other antivirus providers.
Real-time protection
Locates and stops malware from installing or running on your device. You can turn off this setting for a short time before it turns back on automatically.
Off
Cloud-delivered protection
Provides increased and faster protection with access to the latest protection data in the cloud. Works best with Automatic sample submission turned on.
On
Automatic sample submission
Send sample files to Microsoft to help protect you and others from potential threats. We'll prompt you if the file we need is likely to contain personal information.
On
Submit a sample manually


Tamper Protection
Prevents others from tampering with important security features.
Off
Learn more
Controlled folder access requires turning on Real-time protection.
Controlled folder access
Protect files, folders, and memory areas on your device from unauthorized changes by unfriendly applications.
Manage Controlled folder access
Exclusions
Microsoft Defender Antivirus won't scan items that you've excluded. Excluded items could contain threats that make your device vulnerable.
Add or remove exclusions
Notifications
Microsoft Defender Antivirus will send notifications with critical information about the health and security of your device. You can specify which non-critical notifications you would like.
Change notification settings

Ransomware protection

Last is the “Ransomware protection” portion. It will display if your anti-virus has detected any ransomware. You can also go into “manage ransomware protection” to view its settings. Note: For the ransomware data recovery to work, you must have it connected to your “OneDrive.” If you happen to have an anti-virus you use and like, it is recommended you go down to “Microsoft Defender Antivirus options” and have it enabled.




Microsoft Defender Antivirus options
You can keep using your current provider, and have Microsoft Defender Antivirus periodically check for threats.
Periodic scanning
On

Ransomware protection
Protect your files against threats like ransomware, and see how to restore files in case of an attack.
Controlled folder access requires turning on Real-time protection.
Controlled folder access
Protect files, folders, and memory areas on your device from unauthorized changes by unfriendly applications.
Off
Ransomware data recovery
You may be able to recover files in these accounts in case of a ransomware attack.
OneDrive - Personal
Free account with individual file recovery.
View files

CHILD SAFETY ONLINE

- **Do** only connect with gamers and online profiles of people you know and trust. Review connections often.
- **Do** assume ALL information and images you share are publicly viewable regardless of your settings.
- **Do** use a photo of something other than yourself for your profile picture.
- **Do** tell kids to let parents or responsible adults know about anything that makes them uncomfortable online.
- **Don't** use location services.
- **Don't** add your birthdate, location, phone number, or other personal details to online profiles.
- **Don't** forget your children have online privacy rights as well. If you are unsure what those rights or laws are, you can find them here: https://www.ftc.gov/consumerprotection/childrens-privacy

Stats and Resources

- An April 2015 Pew Research Center study revealed that 92% of teens report going online daily – including 24% who say they go online "almost constantly." A separate study showed that nearly 40% of 3–4-year-olds and two thirds of 5–7-year-olds go online.
- Cyber-bullying, malware, and child predators are a few dangers that make the Internet an unsafe environment for unsuspecting children. In 2012, the FBI launched Safe Online Surfing (SOS), a challenging but fun and informative game that educates children about online safety. See more at https://www.fbi.gov/fbi-kids.
- In half of all sex crimes against a minor involving a social networking site, the social networking site was used to initiate the relationship. 55% of teens have given out personal information to someone they don't know, including photos and physical descriptions. For more info, see here: https://www.guardchild.com/social-media-statistics-2.
- 67% of teenagers say they know how to hide from their parents what they do online. 43% of teens say they would change their online behavior if they knew that their parents were watching them.

Parental Controls

One of the best ways to help protect your child online is to monitor what applications they are using.

For iOS users, it is recommended that parents keep the Apple ID password and not provide it to the child using the device. Also, make sure that the iPhone requires the Apple ID password before any downloads can take place.

This can be done on Android devices, as well.

CHILD SAFETY ONLINE

Security Applications

A variety of paid software packages are available for monitoring your child's online activities. The following packages are effective tools for monitoring or preventing access to content.

Blocksi Web Filter

Blocksi Web Filter is a web filter and parental control extension for Google Chrome. It can be configured to protect your family from inappropriate content on the Internet.

Microsoft Family Safety

Microsoft Family is a free service that helps families stay connected and keeps kids safer on Windows 10 and Xbox One devices, along with Android devices running Microsoft Launcher. You'll find settings like activity reporting, screen time limits, location sharing, and content restrictions at account.microsoft.com/family.

Net Nanny

Net Nanny Social lets you keep track of your children on social media sites including Facebook, Twitter, Google+, Instagram, Pinterest, and LinkedIn. The following features are included: detection of any new accounts created, the ability to identify cyberbullying, cyber-stalking or grooming, access to view photos and videos the child has published, alert notifications, and daily/weekly reports.

Qustodio

Qustodio offers both free and premium parental control apps consisting of simple tools to manage kids' screen time, filter content, and monitor or block apps kids use. The premium features included are as follows: SMS message and call tracking, location tracking and panic button, the ability to view social media activity on sites such as Facebook, Twitter, Instagram, and WhatsApp, a pornography blocker, multi-device time limit controls, game and app download control, and a browser-independent content filter that handles HTTPS traffic.

CHILD SAFETY ONLINE

My Mobile Watchdog

My Mobile Watchdog is a parental control app that includes everything you need to monitor your child's phone activity. Features include web filtering, time restrictions, app blocking, real-time alerts when a stranger calls the child's phone, location tracking (up to 99 locations) to know exactly where your child is at any time, and daily watch summaries! A daily breakdown of your child's activity is conveniently packaged and emailed to you.

Norton Family Premier

Norton Family Premier supports Windows, Android, and iOS devices (no MAC support). It includes web supervision that allows warnings, blocking, or monitoring of sites based on your own site category choices, video tracking, SMS contacts control on Android, email alerts, online time limits, an Activity Tracker to view device internet history, and location tracking.

YouTube

This app deserves another look because its YouTube Kids service has just pushed a parent-approved content control that lets parents select every video and channel available to their child(ren). It is available on Android and iOS as of this writing.

On Android: Open “Settings” and scroll down to the bottom just past your child’s (or your) profile. Select “approved content only” or “Restricted Mode On.”

On iPhone: Open “Settings,” then “General” and toggle “Restricted Mode” to On.

Next, you may want to also lock “Restricted Mode” on your browser. “Restricted Mode” lock prevents others from changing the settings on that browser.

Additional Sources

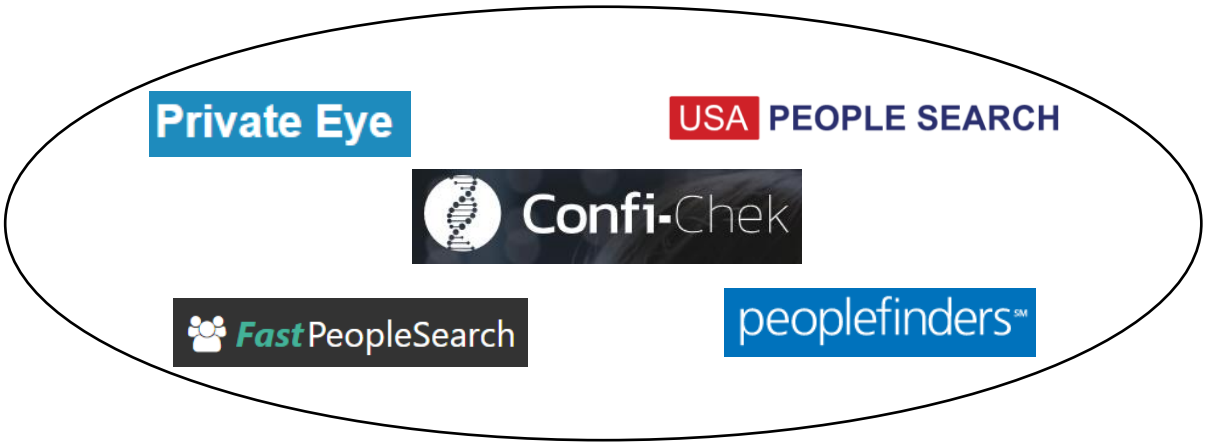
Disney+ parental controls information can be found here: https://help.disneyplus.com/csp?id=csp_article_content&sys_kb_id=36628f4bdbd66c50055ceadc13961909

Setting up router controls for your kids: https://kb.netgear.com/25687/How-do-I-set-up-Live-ParentalControls-on-my-NETGEAR-router-using-the-genie-desktop-app.

Google has its own Safety Center to help ensure your kids remain safe here: www.google.com/safetycenter/families/start.

DATA AGGREGATOR OPT-OUT

- **Do** conduct research on what records data aggregators have collected about you.
- **Do** research on information that data aggregators have about your family under multiple listings; you may need to repeat the removal process described below for each listing.
- **Do** follow ALL necessary steps to complete the removal process; you may need to mail or fax information to the aggregator.
- **Do** understand that incorrect information may be a good thing and that it might not be necessary to "fix."
- **Don't** think removing your information from data aggregators will suppress everything. Information about family members may still contain information about you.
- **Don't** think you have to delete all your information on these sites. Some information on data aggregator sites is normal.
- **Don't** remove information on other family members. If there is information that you believe is harmful to you, contact your family member and help them to go through the removal process.



Individual Data Aggregator Removal Links

PrivateEye, Veromi, People Finders, PublicRecordsNow, and USAPeopleSearch are all owned by the same parent company, Confi-Chek.com. You must opt out of each individually. See links below:

Opt out of PrivateEye by completing the form at:
https://www.privateeye.com/static/view/optout

Opt out of FastPeopleSearch by completing the steps at:
https://www.fastpeoplesearch.com/removal

Opt out of People Finders and PublicRecordsNow by visiting:
https://peoplefinders.com/manage

Opt out of USAPeopleSearch by visiting:
https://usa-people-search.com/manage

Most opt-out forms/instructions are located at the bottom of each data aggregator site. Look for either the "Do Not Sell My Personal Information" or the "Privacy Policy" links to begin the removal process.

DATA AGGREGATOR OPT-OUT

Radaris

To opt out of Radaris, follow the instructions at: https://radaris.com/control/privacy

PeopleConnect and Intelius

Peopleconnect, Inc. provides online social network services. The company offers basic people search, list management, criminal records, employee screening, human resources background checks, and identity theft protection services. Peopleconnect serves customers in the United States and owns Intelius, Truthfinder, Instant Checkmate, and US Search. Most opt-out links on these sites will redirect you to the Intelius Opt-Out Form located here: https://www.intelius.com/opt-out/submit. However, TruthFinder's Opt-Out Form is located here: https://www.truthfinder.com/opt-out.

Family Tree

Family Tree Now allows you to opt-out at: https://www.familytreenow.com/optout. The entire process takes place in three easy steps:

1. Find and select the record you want deleted
2. Verify it is your record
3. Click "Opt-out."

This completes the process.

It is important to note that if you found your Family Tree Now record on a search engine like Google, Family Tree Now has a process for its removal, which can also be found using the link above where you will find additional information under "Notes."

DATA AGGREGATOR OPT-OUT

TruePeopleSearch

To opt out of TruePeopleSearch simply go to: https://www.truepeoplesearch.com/removal and follow the three-step process.

WhitePages

To opt out of Whitepages, search for your information using your first name, last name, city, and state. Once you have located your record copy the URL and paste it here: https://www.whitepages.com/suppression_requests. Next, follow the steps to complete the removal process. A phone call from WhitePages (computer generated) is required to complete the process.

MyLife

To opt out go to: https://www.mylife.com/ccpa/index.pubview. You can also call MyLife at 888-704-1900. Press 2 to speak to an operator. Tell the representative that you want your listing removed and provide the information you want deleted. A second option is to request opt out via email at: privacy@mylife.com. Be sure to specifically request your information is removed from Wink.com as well as MyLife.com.

PeekYou

To opt out of PeekYou, fill out the form at: http://www.peekyou.com/about/contact/optout/index.php.

- Select “Remove my entire listing” under “Actions.”
- Paste the numbers at the end of your profile’s URL in the “UniqueID” field.
- Fill in the CAPTCHA, and you’re all set.

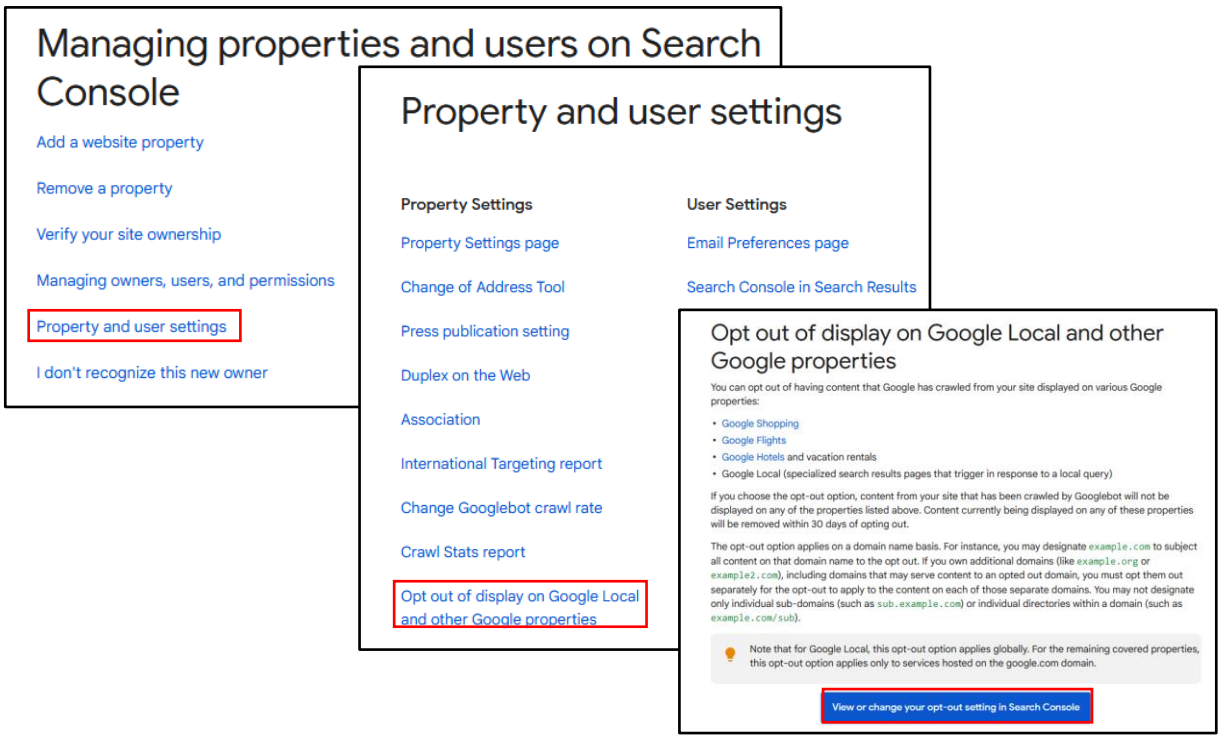
You’ll get an immediate email confirming you’ve sent an opt out form and a second email in a few days or weeks to tell you that it has been deleted.

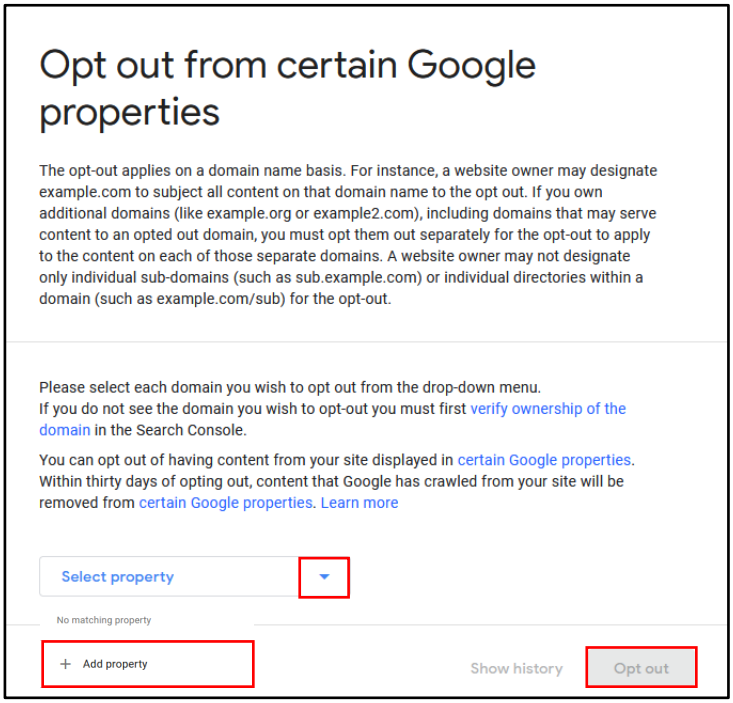
DATA AGGREGATOR OPT-OUT

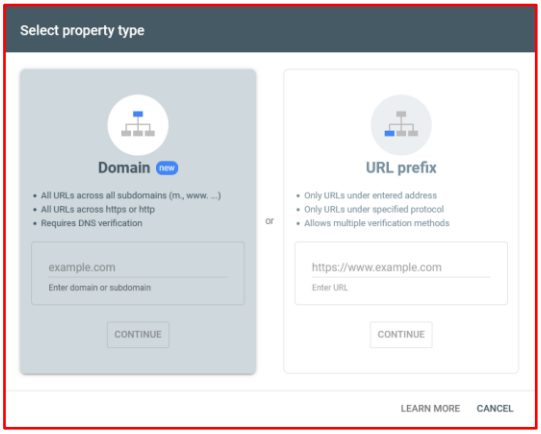
Google Properties

To opt-out on Google, go to “Managing properties and users on Search Console,” then go to “Property and user settings,” Click “Opt out of display on Google Local and other Google properties.” From here you can click “View or change your opt-out setting in Search Console.” Once there, you can “Select a property” to opt-out of. Here you can enter the “Domain” or “URL Prefix.” You can also just use the link “https://www.google.com/webmasters/tools/opt-out” to get there directly.

Managing properties and users on Search Console > Property and user settings > **Opt out of display on Google Local and other Google properties**


Managing properties and users on Search Console
Add a website property
Remove a property
Verify your site ownership
Managing owners, users, and permissions
Property and user settings
I don't recognize this new owner
Property and user settings
Property Settings
Property Settings page
Change of Address Tool
Press publication setting
Duplex on the Web
Association
International Targeting report
Change Googlebot crawl rate
Crawl Stats report
Opt out of display on Google Local and other Google properties
User Settings
Email Preferences page
Search Console in Search Results
Opt out of display on Google Local and other Google properties
You can opt out of having content that Google has crawled from your site displayed on various Google properties:
Google Shopping
Google Flights
Google Hotels and vacation rentals
Google Local (specialized search results pages that trigger in response to a local query)
If you choose the opt-out option, content from your site that has been crawled by Googlebot will not be displayed on any of the properties listed above. Content currently being displayed on any of these properties will be removed within 30 days of opting out.
The opt-out option applies on a domain name basis. For instance, you may designate example.com to subject all content on that domain name to the opt out. If you own additional domains (like example.org or example2.com), including domains that may serve content to an opted out domain, you must opt them out separately for the opt-out to apply to the content on each of those separate domains. You may not designate only individual sub-domains (such as sub.example.com) or individual directories within a domain (such as example.com/sub).
Note that for Google Local, this opt-out option applies globally. For the remaining covered properties, this opt-out option applies only to services hosted on the google.com domain.
View or change your opt-out setting in Search Console


Opt out from certain Google properties
The opt-out applies on a domain name basis. For instance, a website owner may designate example.com to subject all content on that domain name to the opt out. If you own additional domains (like example.org or example2.com), including domains that may serve content to an opted out domain, you must opt them out separately for the opt-out to apply to the content on each of those separate domains. A website owner may not designate only individual sub-domains (such as sub.example.com) or individual directories within a domain (such as example.com/sub) for the opt-out.
Please select each domain you wish to opt out from the drop-down menu.
If you do not see the domain you wish to opt-out you must first verify ownership of the domain in the Search Console.
You can opt out of having content from your site displayed in certain Google properties. Within thirty days of opting out, content that Google has crawled from your site will be removed from certain Google properties. Learn more
Select property
No matching property
Add property
Show history
Opt out

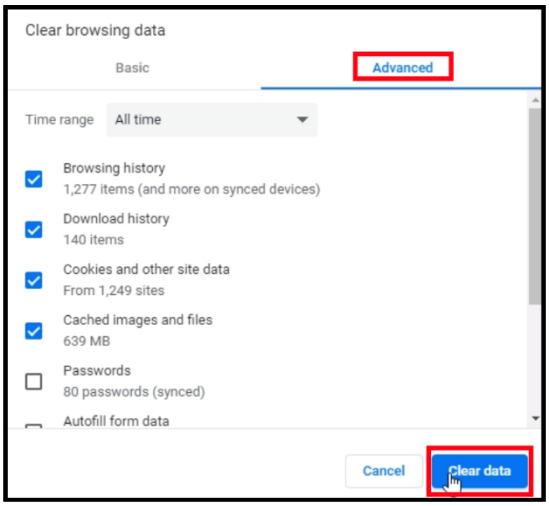


DELETE BROWSER ARTIFACTS

Information such as browsing history, cache, and cookies are saved on your computer while you surf the Web. They are used in various ways to improve your browsing experience. These private data components, while resulting in conveniences such as faster load times and auto-populated fields, can be used by nefarious actors. Whether it be the password for your email account or your credit card number and address, much of the data left behind at the end of your browsing session could be dangerous in the wrong hands. In order to protect yourself, it is recommended you delete these artifacts on a regular basis.

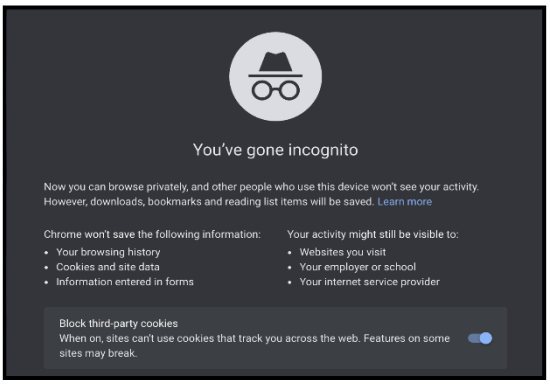
Delete Google Chrome Browser Artifacts

Click the menu icon in the upper right corner.
Click “History” or hold Ctrl-H.
Click “History” again on the menu on the upper left-hand side.
Click “Clear Browsing Data” or hold Ctrl-Shift-Delete.
Click the “Advanced” tab from the pop-up window.
Select the time range you desire.
Select the boxes next to the history you wish to remove and then select “Clear Data.”
Exit all browser windows and restart browser.



Delete Google Chrome Browser Artifacts from Mobile Devices

Click the menu icon.
Click ”Settings.”
Select “Privacy and Security.”
Select “Clear Browsing Data.”
Select the boxes you wish to remove and then select “Clear Data.”


You've gone incognito
Now you can browse privately, and other people who use this device won't see your activity. However, downloads, bookmarks and reading list items will be saved. Learn more
Chrome won't save the following information:
Your browsing history
Cookies and site data
Information entered in forms
Your activity might still be visible to:
Websites you visit
Your employer or school
Your internet service provider
Block third-party cookies
When on, sites can't use cookies that track you across the web. Features on some sites may break.

Google Chrome Incognito Mode

Chrome’s Incognito mode will ***not*** save a record of sites visited or downloaded.
Incognito is not available if you are using Window 10’s “Family Mode.”
Click the menu icon at the upper right of the screen.
Select “New Incognito Window.”
To use Incognito via the Chrome app on your iOS or Android device, follow the same steps as above.

Like Microsoft Edge’s InPrivate Browser, Chrome’s Incognito mode will require you to constantly type in your password for logins.

DELETE BROWSER ARTIFACTS

Safari Private Mode

Select “File” from the menu at the top of the screen.
Select “New Private Window” from the drop-down menu.

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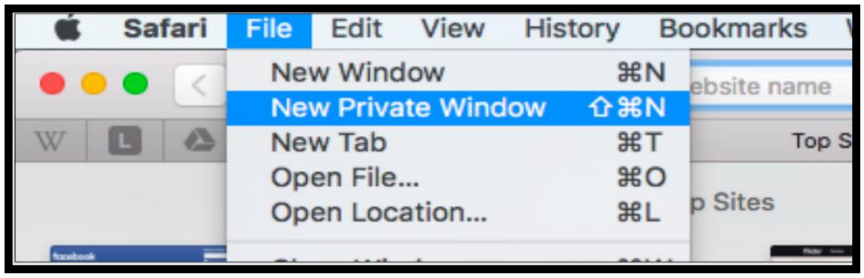
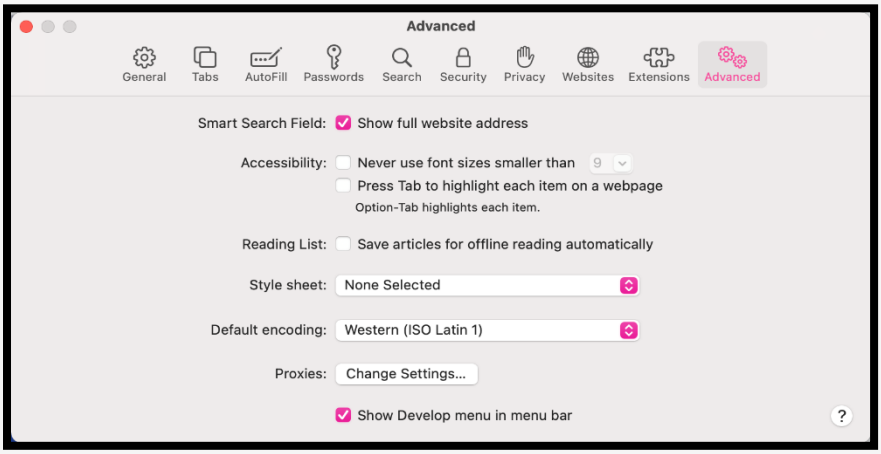


Delete Safari Browser Artifacts

Click the “Safari” menu icon in the upper left.
Click “Preferences.”
Click the “Advanced” tab.
Select the box at the bottom titled “Show Develop menu in menu bar.”
Click the “Develop” menu at the top of the screen, then click “Empty Caches.”
Now click on the “History” menu at the top and select “Clear History.” **This can also be done from the “Safari” menu.**
Right click on the ”Safari” icon in the App Tray and select “quit” to restart the browser.

Delete Safari Browser Artifacts from Mobile Devices

Open your iOS “Settings” application.
Scroll down and tap “Safari.”
Tap ”Clear History and Website Data” in blue.
Exit all browser windows to restart the browser.

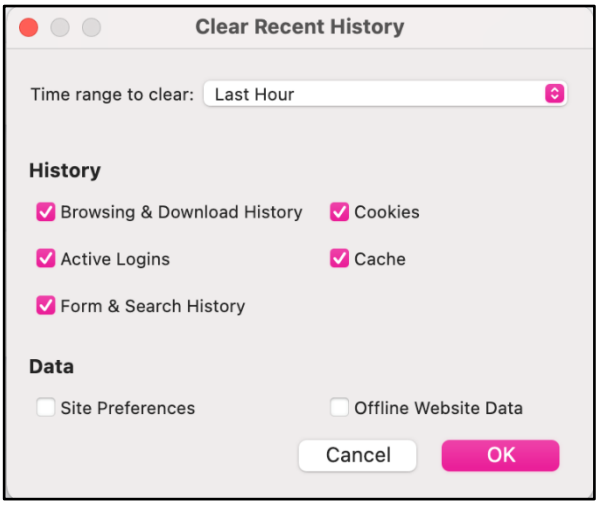


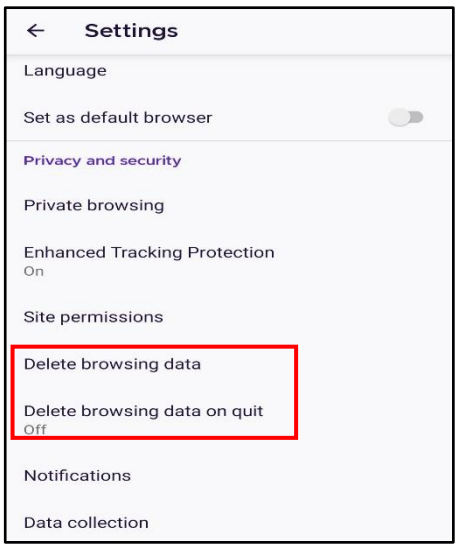
Safari automatically prevents cross-site tracking, and as a rule requests that sites and third-party content providers don't track you. Additionally, the privacy mode stops sites from modifying any information stored on your iOS device and deletes cookies when you close the associated tab.

DELETE BROWSER ARTIFACTS

Delete Firefox Browser Artifacts

Click on the menu at the upper right corner of the browser.
Select “History” from the drop-down menu.
Select “Clear Recent History” then select all boxes needing to be deleted.
Select “OK” then close all open pages and restart browser.
**This function can also be preformed by clicking on the menu icon on the top right. Selecting “Settings” then “Privacy & Security” and scrolling to “Cookies and Site Data.” **





Delete Firefox Browser Artifacts from Mobile Devices

Select the menu icon on the lower right of the screen.
Scroll to find “Settings” and select it.
Scroll to “Privacy and security” and select “delete browsing data.”
Select each box needing to be cleared then select “Delete browsing data.”
It is recommended that you select “Delete browsing data on quit.” To limit caching and collected cookies.

Firefox Private Mode

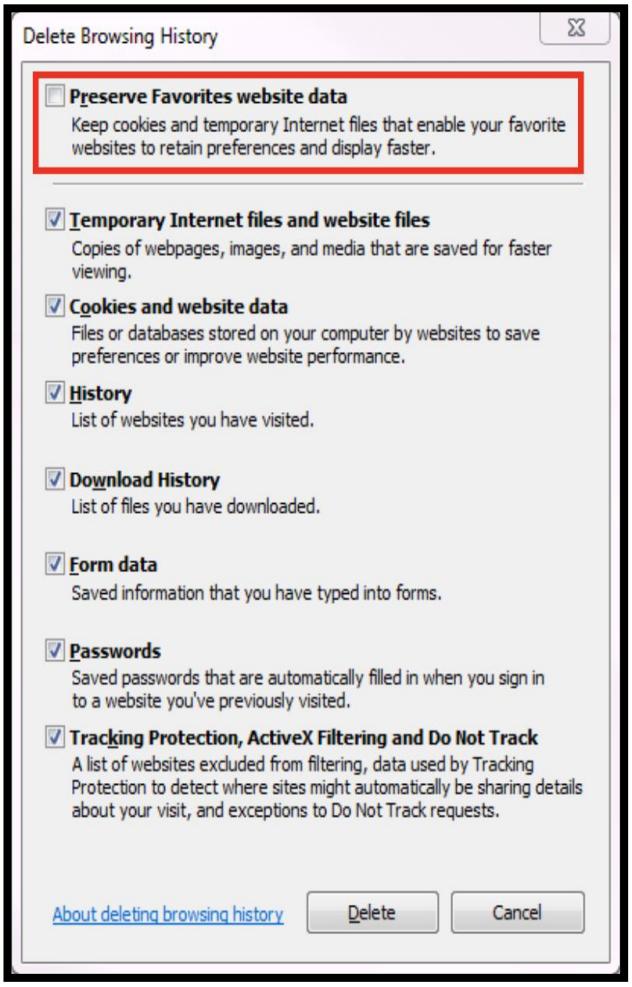
Select the menu button on the top right.
Click “New Private Window.”
Alternatively, after opening Firefox you can use the shortcut “*Ctrl-Shift-P.*”
In the mobile version select the “Mask” Icon in the upper right corner.

Firefox
Search with Google or enter address
You're in a Private Window
Firefox clears your search and browsing history when you quit the app or close all Private Browsing tabs and windows. While this doesn't make you anonymous to websites or your internet service provider, it makes it easier to keep what you do online private from anyone else who uses this computer.
Common myths about private browsing

DELETE BROWSER ARTIFACTS

Delete Internet Explorer Browser Artifacts

Click the menu drop down from the upper right corner.
Click “Internet Options.”
Click on the “General” tab, locate “Browsing History.”
Click “Delete.”
Deselect “Preserve Favorites website data.”
Select the boxes next to the history needing to be cleared and select “Delete.”
Exit/quit all browser windows and re-open the browser.


Delete Browsing History
Preserve Favorites website data
Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.
Temporary Internet files and website files
Copies of webpages, images, and media that are saved for faster viewing.
Cookies and website data
Files or databases stored on your computer by websites to save preferences or improve website performance.
History
List of websites you have visited.
Download History
List of files you have downloaded.
Form data
Saved information that you have typed into forms.
Passwords
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.
Tracking Protection, ActiveX Filtering and Do Not Track
A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.
About deleting browsing history
Delete
Cancel

Internet Explorer InPrivate Mode

Click the drop-down menu from the upper right corner. Select “Safety” then select “InPrivate Browsing.”

In March of 2017, Microsoft announced that Microsoft Edge would replace Internet Explorer as the default browser on its Windows 10 devices. As of February 2020, IE version 10 is no longer supported by Microsoft. If you are still using IE, be sure to upgrade to IE 11.

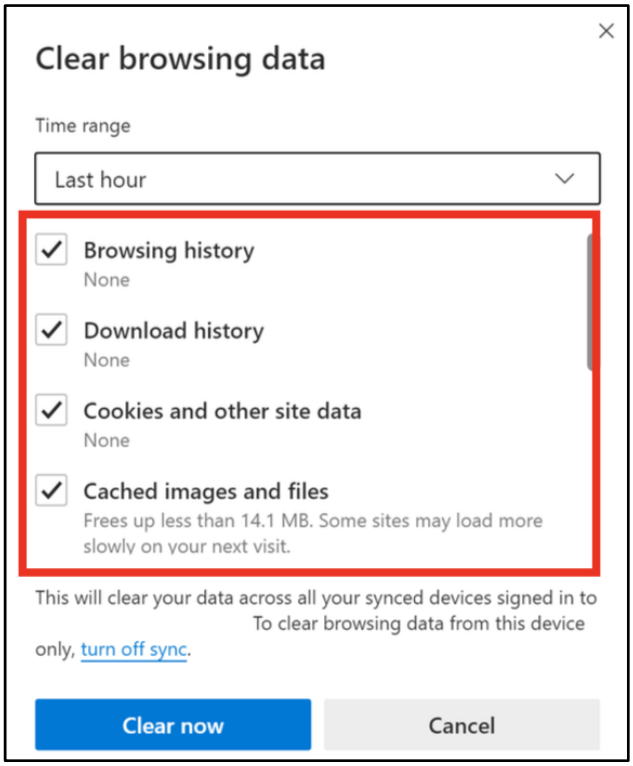
DELETE BROWSER ARTIFACTS

Delete Microsoft Edge Browser Artifacts

Click on the menu icon at the top right of the screen.
Select “History” then select the “History” menu at the top.
Click on “Clear Browsing Data” and select the boxes needing to be cleared.
It is recommended that the “Tracking Prevention” be set to “Balanced.”

Delete Microsoft Edge Browser Artifacts from Mobile Devices

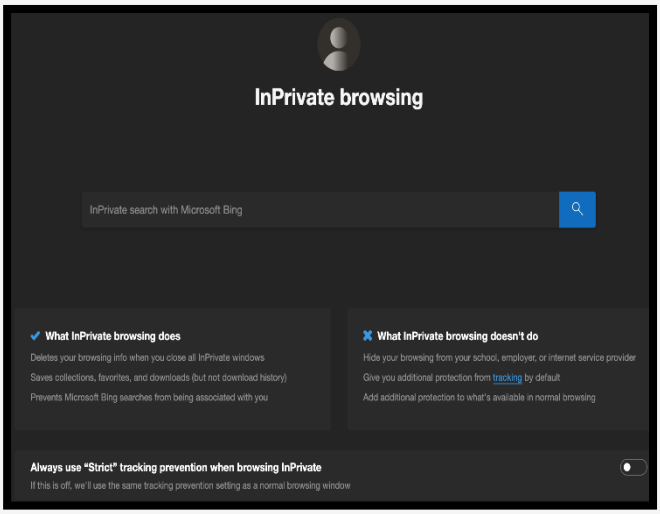
Select the menu from the middle of the lower screen.
Click on “History” then select the trash icon located on the upper right of the screen.
Select “Clear” then click “Advanced,” and select all boxes needing to be cleared.
Select ”Clear.”


Clear browsing data
Time range
Last hour
Browsing history
None
Download history
None
Cookies and other site data
None
Cached images and files
Frees up less than 14.1 MB. Some sites may load more slowly on your next visit.
This will clear your data across all your synced devices signed in to
To clear browsing data from this device only, turn off sync.
Clear now
Cancel

Microsoft Edge InPrivate Mode

Click the menu drop down from the upper right corner.
Select “New In Private Window.”

On the mobile application select the menu from the lower middle of the screen and scroll down to find “New InPrivate Tab.”


InPrivate browsing
InPrivate search with Microsoft Bing
What InPrivate browsing does
Deletes your browsing info when you close all InPrivate windows
Saves collections, favorites, and downloads (but not download history)
Prevents Microsoft Bing searches from being associated with you
What InPrivate browsing doesn't do
Hide your browsing from your school, employer, or internet service provider
Give you additional protection from tracking by default
Add additional protection to what's available in normal browsing
Always use “Strict” tracking prevention when browsing InPrivate
If this is off, we'll use the same tracking prevention setting as a normal browsing window

EXIF REMOVAL

- **Do** prevent your device(s) from capturing geo-location data when taking pictures. Remove EXIF metadata from images taken by smartphones or digital cameras.
- **Do** use privacy settings from the app to limit the audience to only yourself or close friends and family before uploading pictures.
- **Do** assume that anyone can see, copy, or forward photos that are posted online. Even with no EXIF data, the content of images may contain identifying information, including people and locations.
- **Don't** allow apps to automatically upload and share captured images (e.g. Instagram, Flickr.)
- **Don't** assume that device settings remain the same after updates or over time. Verify the settings frequently.
- **Don't** upload pictures with landmarks, easily identifiable structures, or signs indicating location.
- **Don't** give apps used for sharing photos permission to access your device's location or other information.

EXIF

Exchangeable Image File Format (EXIF) is a standard format for capturing, storing and exchanging image metadata. Metadata is the description and context of files that allows computers to organize, find, and display information about a file. For example, when a music app displays the artist, year, album, and song name of an mp3 being played, it's using the mp3's metadata. Images and videos also contain metadata that can show time, date, camera settings, copyright information, and location. Some social networks and photo-sharing sites, such as Flickr, Google+, and Dropbox, have features that display EXIF data alongside images. Facebook, Instagram, Twitter, and Reddit, do not share EXIF data publicly. EXIF metadata are listed as tags that store information that can be used to identify an individual. The chart below shows the tag categories, the metadata included in each category, and the potential security risks associated to each piece of metadata.

Tag Category	Important Tags	Security Implications
Geo-location	GPSLongitude, GPSLongitudeRef, GPSLatitude, GPSLatitudeRef, GPSDateStamp, GPSTimeStamp, GPSAltitude, GPSAltitudeRef, GPSProcessingMethod	Ability to reveal the exact location of private places, such as homes or offices. Some photo sharing sites, including Google+ and Flickr publicly display image GPS coordinates on a map.
Timestamps	ModifyDate, DateTimeOriginal, CreateDate	Creates a log of behavioral patterns and personal timelines.
Camera	Make, Model, Serial Number	A unique serial number identifies the particular device for an image or set of images.
Authorship	Artist, Owner Name, Copyright	Links images with a name or organization.
Image Summary	ImageDescription, UniqueImageID, UserComment	Potentially reveals identifying information about the content of the images, such as captured persons or locations.

Prevent the Capture of Geolocation Data

iOS

If iOS location services are turned off, images captured with the native iPhone camera app will not contain geo-location EXIF data.

1. Select the "Settings" app. Click "Privacy" > "Location Services."
2. Turn off location services altogether or for the iPhone's camera applications.
3. Return to the "Settings" app. Click "Privacy" > "Photos."
4. Disable permissions for other apps to have access to the photos stored in the device's camera roll.

Android

Turning off location storage in the Android camera application prevents captured images from containing EXIF data.

1. Open the camera app and go to "Settings" by tapping the gear icon. This varies from phone to phone since there is no standard camera app on Android devices.
2. After that, scroll down until you see 'location tags' and touch the toggle switch to disable geotagging of photos. The wording may vary slightly between devices.

EXIF REMOVAL

Prevent the Capture of Geolocation Data Continued

- Taking a screenshot of a photo on a device running iOS or Android will create a new image containing no EXIF data. To take a screenshot on an iOS device, simultaneously press the lock and home buttons or Google how to take a screenshot on your specific Android.
- Even photos taken in airplane mode contain geo-location data. It is recommended to turn off location services/storage on your smartphone camera application, as shown on the previous page.
- Remember that uploading or sharing a lower quality image will still contain EXIF data. EXIF data and image quality have no correlation.
- It is important to not only lock down Apps such as Snapchat, Instagram, and Twitter (see corresponding Smartcard), but to also remove the metadata from them as best as possible.

EXIF Removal Apps and Programs

Reviewing & Removing EXIF Data for iOS

1. Download the free US-based "Photo Investigator" app from the App Store.
2. Open the app and tap the gallery icon on the bottom left.
3. To view EXIF data, you can tap on the various icons below the image.
4. To remove exif data tap "Metadata" and then select "Remove."
5. An easy way to identify photos that have EXIF data with geolocations is to view your "Places" folder. Any images that appear in this folder have geolocation data, once you disable the geotagging feature and remove your EXIF data, this folder should be empty.

Metadata Remover for Android

"Metadata Remover" is a free US-based app that deletes all EXIF data from image files stored on your Android device.

1. Download a Photo Exif Editor app from the Play Store.
2. Open the app and select an image.
3. The EXIF data will be removed.
4. Processed images will be saved separately from the original file.

Reviewing & Removing EXIF Data in MacOS

Use the "Image Optim" (UK based) application (available at http://imageoptim.com/) to remove EXIF data on your OS X device.

1. Drag the photos for EXIF removal into the app window and wait for a green check mark to appear next to the file name.
2. Check that the EXIF data has been removed by right clicking the image and selecting "Get Info." EXIF data is listed under "More Info."

Reviewing & Removing EXIF Data in Windows

Use the Windows OS to verify EXIF data has been removed.

1. Navigate to an image in File Explorer. Right click the image and select "Properties."
2. Select the "Details" tab. You can examine EXIF metadata that is available.
3. Click "Remove Properties and Personal Information."
4. You can click "Create a copy with all possible properties removed" to remove all potential properties or select individual properties such as GPS information. Click "OK."

Geo-localization

Even with EXIF metadata removed, images containing vegetation, addresses, business names, road markings, and landmarks allow someone to identify the location a photograph was taken. Geo-localization, the determination of a location of an image through visual information, is currently being used and improved upon. This will allow computers to compare a picture without EXIF metadata to millions of other pictures found on the internet that do have location metadata. Once the computer discovers a close match between two pictures, it can apply the location metadata of one structure to its match that does not have location metadata.

IDENTITY THEFT

Practices to Avoid Identity Theft

- **Do** avoid paper billing by requesting secure electronic statements instead or have them mailed to a Commercial Mail Receiving Agency (CMRA).
- **Do** lock your mailbox.
- **Do** keep your information safe, both online and offline, by shredding documents containing personal information and by using passwords to protect sensitive computer files.
- **Do** use unique, hard-to-guess passwords that include a combination of letters, numbers, and symbols.
- **Do** install and update antivirus, anti-malware, and security programs on all computers, tablets, smartphones and operating systems.
- **Do** disable Bluetooth on devices when not in use.
- **Do** watch out for "phishing" scams.
- **Do** fight "skimmers" by examining ATMs to see if all the parts are solid and not add-ons, covering the keypad/screen with your hand while typing your password or pin, and always looking for suspicious holes or cameras.
- **Don't** disclose your full nine-digit Social Security number.
- **Don't** use the same password across multiple accounts.
- **Don't** disclose information commonly used to verify your identity on social network sites such as date of birth, city of birth, mother's maiden name, first or favorite car, best friend in HS, HS mascot, first or favorite pet and name of high school.
- **Don't** make purchases, pay bills, or send sensitive information over unsecured wifi networks.
- **Don't** trust unsolicited offers and ads.

Suspended Social Security Number: Consumers are reporting a "government related scam." The consumer receives a call and is told that their SSN was used in criminal activity. The caller will claim that the SSN has been suspended and they can help the victim get the situation cleared up. The Social Security Administration does NOT suspend SSNs ever! Do not give personal information out to callers. If you feel you've been scammed, report it to the FTC immediately. Also, personally look up the number of and call the agency the scammer(s) claims to represent. Make a detailed record of the interaction and be prepared to provide as much information as possible.

Mobile Phone Scams: This scam was identified when a consumer received an email from their mobile phone provider. The email stated, "Your new mobile phone is on its way" and listed a delivery address that didn't belong to the consumer. The address was that of a local hotel. Further investigation revealed that someone had used a fake identity to obtain the consumer's account information and ordered the additional phone on the consumer's account.

Report fraud & identity theft scams to the FTC at 1-877-FTC-HELP (1-877-382-4357) or online: ftc.gov/complaint.

IDENTITY THEFT

What to Do if Your Identity is Stolen

The FTC has put together a great, step-by-step guide on what to do if you think your identity has been stolen (link below). Here's where to start: https://www.identitytheft.gov/steps.

Take action immediately! Keep records of your conversations and all correspondence.

Flag Your Credit Reports. Contact the fraud department of the three major credit reporting agencies. Tell them you are an identity theft victim. Ask them to place a "fraud" alert in your file. An initial fraud alert is good for 90 days.

♦ Equifax 1-800-525-6285 ♦ Experian 1-888-397-3742 ♦ TransUnion 1-800-680-7289

Order Your Credit Reports. Each company's credit report about you is slightly different, so order a report from each company. They must give you a free copy of your report if it is inaccurate because of fraud. When you order, you must answer some questions to prove your identity. Read your reports carefully to see if the information is correct. If you see mistakes or signs of fraud, contact your creditors about any accounts that have been changed or opened fraudulently. Ask to speak with someone in the security or fraud department.

Create an Identity Theft Report and Report it to the Local Police. An Identity Theft Report can help you have fraudulent information removed from your credit report, stop a company from collecting debts caused by identity theft, and get information about accounts a thief opened in your name. To create an Identity Theft Report:

- File a complaint with the FTC at ftc.gov/complaint or 1-877-438-4338; TTY: 1-866-653-4261. Your completed complaint is called an FTC Affidavit.
- Take your FTC Affidavit to your local police, or to the police where the theft occurred, and file a police report. Get a copy of the police report.

For more information regarding identity theft, visit the following websites:
Federal Trade Commission (FTC) **http://www.consumer.ftc.gov/features/feature-0014-identity-theft;**
FTC Identity Theft Online Complaint Form **https://www.ftccomplaintassistant.gov; www.fraud.org.** (You can also call: 1-800-876-7060.)

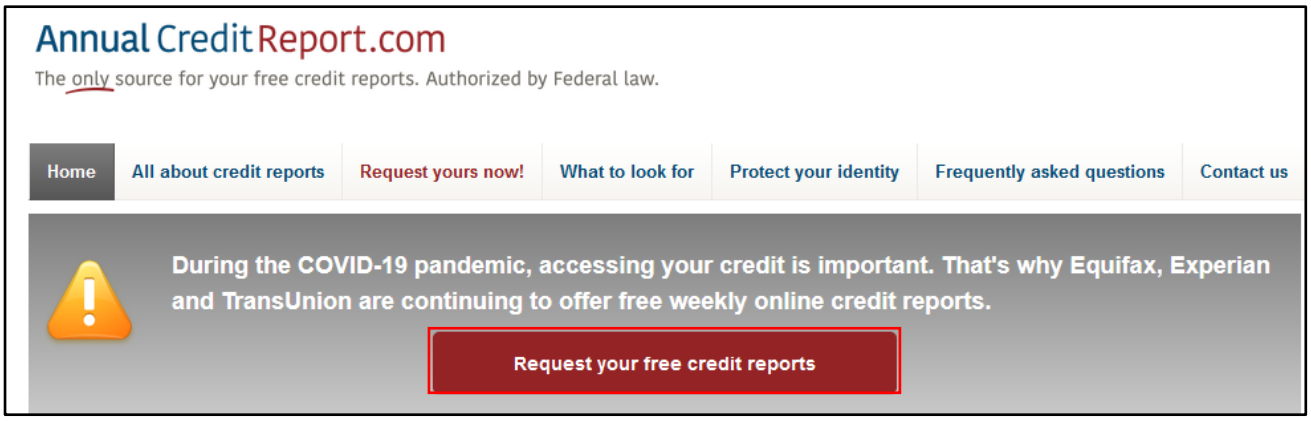
Preventing Other IRS Scams and Fraud: It is very common for criminals to file IRS Tax Returns using stolen identities. The fraudsters will typically file early and claim their tax refunds before the victim is aware. It is only when the victim attempts to file their own valid tax forms that they are informed a refund has already been issued. Victims of identity theft can request a PIN to prove their identity when filing tax returns.

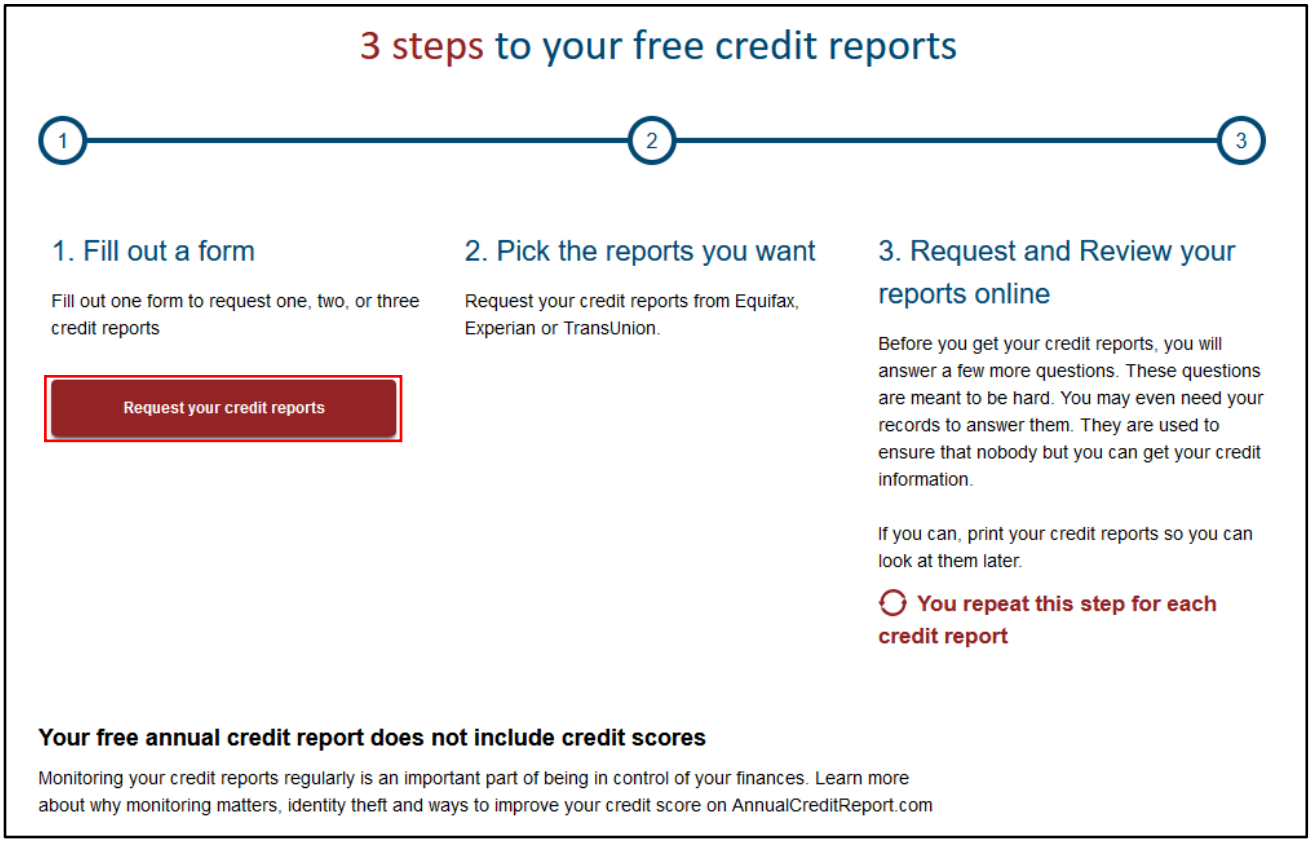
Children can also be Victims of Tax Fraud and Identity Theft: Increasingly, children are becoming victims of identity theft and tax fraud. Criminals will obtain Social Security Numbers or will attempt to obtain credit cards in the names of minor children. It is only when parents attempt to obtain legitimate cards for their children that they discover their children have been targeted. To prevent this, parents may place freezes on accounts for their children to ensure no new credit is issued until they are ready. It is recommended you request credit reports for your children to monitor any fraudulent activity.

You can get free copies of your credit report once a year from each agency. It is recommended that you request a score from a different agency every four months to monitor your credit.

IDENTITY THEFT (CREDIT)

To obtain your credit report, go to annualcreditreport.com (Note: you can go through Equifax, Experian, and TransUnion websites but they will all redirect to here.) Once here click on and follow the instructions highlighted in red below.


Annual Credit Report.com
The only source for your free credit reports. Authorized by Federal law.
Home
All about credit reports
Request yours now!
What to look for
Protect your identity
Frequently asked questions
Contact us
During the COVID-19 pandemic, accessing your credit is important. That's why Equifax, Experian and TransUnion are continuing to offer free weekly online credit reports.
Request your free credit reports


3 steps to your free credit reports
1
2
3
1. Fill out a form
Fill out one form to request one, two, or three credit reports
Request your credit reports
2. Pick the reports you want
Request your credit reports from Equifax, Experian or TransUnion.
3. Request and Review your reports online
Before you get your credit reports, you will answer a few more questions. These questions are meant to be hard. You may even need your records to answer them. They are used to ensure that nobody but you can get your credit information.
If you can, print your credit reports so you can look at them later.
You repeat this step for each credit report
Your free annual credit report does not include credit scores
Monitoring your credit reports regularly is an important part of being in control of your finances. Learn more about why monitoring matters, identity theft and ways to improve your credit score on AnnualCreditReport.com

You can get free copies of your credit report once a year from each agency. It is recommended that you request a score from a different agency every four months to monitor your credit.

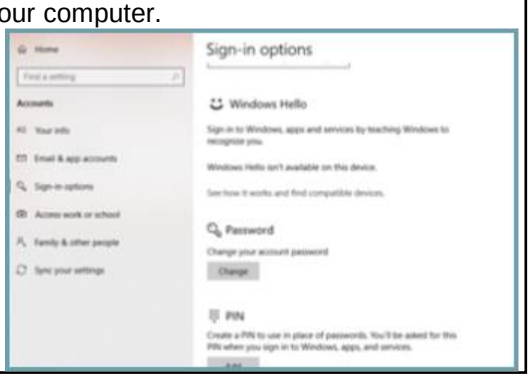
LOCKDOWN YOUR LAPTOP

Creating a Windows Log-in Password

Although a log-in password won't protect against a competent hacker, it can be enough to dissuade unsophisticated criminals from snooping through your personal files and accessing your online accounts. Protecting each account (Guest, Admin, and User) with different passwords helps prevent a hacker from getting access to everything on your computer should they gain access to any one account. It is recommended you create and use a "User" account, not the "Admin" account, for all daily activity. This way, hackers would be limited in the damage they can do to your computer.

Windows 10 offers a number of enhanced log-in and security features.

Navigate to Start Button > Settings > Accounts > Sign-in Options to setup your 'Sign-in Options."



Practical Password Tips

If you have files on your computer that you don't want anyone else to access, you can use password-protected file or folder encryption to keep them safe. However, encrypted files are only as secure as the strength of the password protecting them.

For this and the rest of your security measures to be maximally effective, make sure you follow these simple password rules:

- Use a password that is at least 12 characters long and includes a mix of lower- and upper-case letters, symbols, and numbers. Try not to use complete words, but, if necessary, avoid common words that can be found in a dictionary. Not all devices, systems, or accounts allow these combinations, but do what you can within the available constraints.
- Avoid sharing passwords across multiple platforms, especially for sensitive accounts like a Windows logon, bank account, and email account.
- It is recommended you review your passwords periodically, to ensure they remain secure.

Additional Security

Windows 10 has a number of additional log-in security features. At the "Settings," "Accounts" and "Sign-in Options" menu, you can select "Picture Password" to enable secure log-in based on your unique mouse movement responses.

Note: You can use a PIN to sign into Windows, apps, and services. However, this option is not as secure as the "Picture Password."

Windows 10 also has a feature which allows you to pair your laptop with a Bluetooth-enabled device and automatically lock your computer once the device is out of range. You can enable this feature from the "Settings," "Accounts" and "Sign-in Options" menu by pairing your laptop to a Bluetooth device with the "Dynamic Lock" slider.

For personal accounts, you can enable two-factor authentication (2FA.) 2FA requires users to authenticate access through a supported device, e.g. a text to a cell phone number or an email to a backup address, before accessing an account.

LOCKDOWN YOUR LAPTOP

Virtual Private Network (VPN)

A Virtual Private Network (VPN) connection is the safest way to connect to the Internet and safeguard your information.

Unsecured networks present a major threat to your personal information, especially when using your device on a public wifi network. When connecting to public wifi, you don't know who else is on the local network, which leaves your personal data vulnerable to snooping. Even when connecting to the wider web, your data is increasingly collected, inspected, and exploited.

One sensible solution is to use a VPN. It is recommended to use a VPN whether you are connecting to the internet from home (even with a secure wifi connection) or in public. This is simply the most secure way to access the Internet.

VPN For Beginners

When you connect to a VPN, you access a site or service which acts as a secure launchpad into the World Wide Web. Once connected to the service, your data is encrypted and sent to a third-party server. There it is combined with other traffic before being integrated into the "normal" traffic flow on the World Wide Web. Since your information is jumbled up with other information, it becomes difficult to identify as *your* specific information. It is like a needle in a haystack.

A Few VPN Perks

- VPN services are cheap, with some starting around $3 per month.
- A VPN can help protect your data from identity theft and fraud.
- VPN providers often allow users significantly increased privacy protections from advertisers and hackers alike.
- VPN providers allow you to enjoy services that require connections from certain countries, regions or time zones.
- If your Internet Service Provider blocks some applications, such as Skype or other VoIP (Voice over Internet Protocol) applications, use of a VPN may help.

Where To Find VPN Services

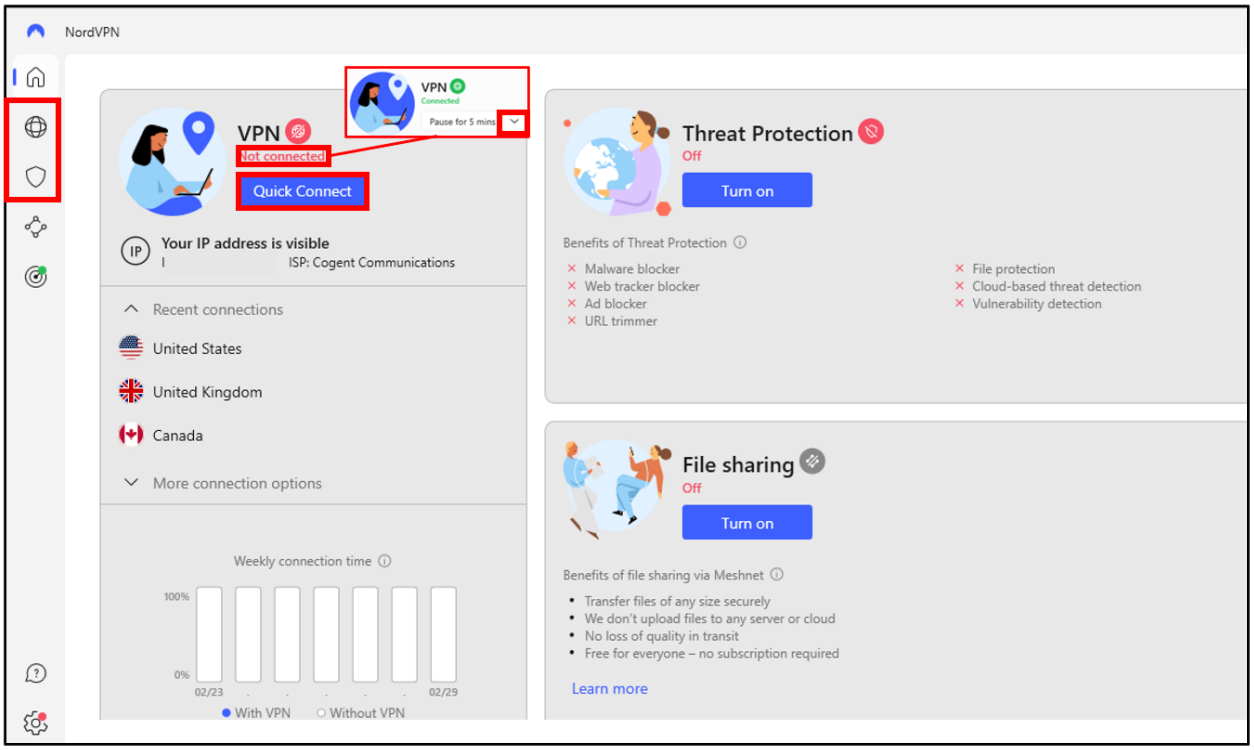
Not all VPN services are created equal. Depending on your typical web usage, you will want to shop around for a service that fits your profile. If you need a fast connection for rapid-fire browsing or streaming services and your VPN provider doesn't have enough servers, you may experience poor Internet speeds or be unable to make a connection at all. Others might offer some privacy protections but require you to give up some control of your anonymity.

Before subscribing to a VPN service, be sure to look at reviews. The VPN market is competitive and ever expanding which means VPN providers often offer free trial periods to new users. On the next pages are three VPNs that have been reviewed and are recommended to use.

VPN (NordVPN)

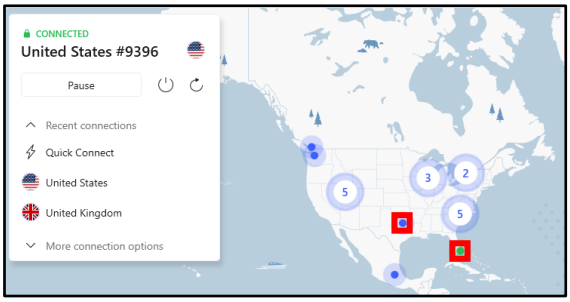
Home Screen

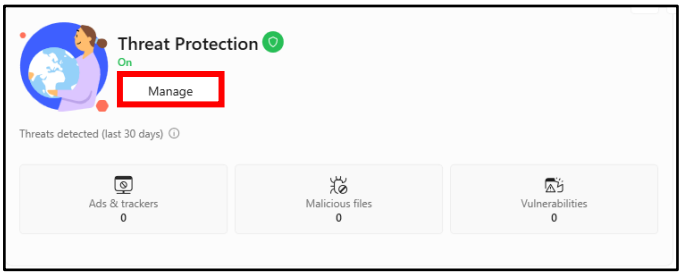
On NordVPN's home screen, you can access the "VPN," "Threat Protection," "File share," and more. To get started, it is recommended that you click on "Quick Connect," as highlighted below in red. Once connected, the "Not connected" in red will change to say "Connected" in Green. You will also have the option, if you click the small "down arrow," to "Pause for 5 minutes" all the way to "Pause for 1 hour." You can also choose to "Reconnect" and "Disconnect" from there as well.



Home Screen/VPN

If you click on the "Globe" symbol on the bar to the left in the home screen, it will take you to a screen that shows the geographic location of where your VPN is routing to. You can also choose where you want your VPN to be through this map by clicking on the dots.





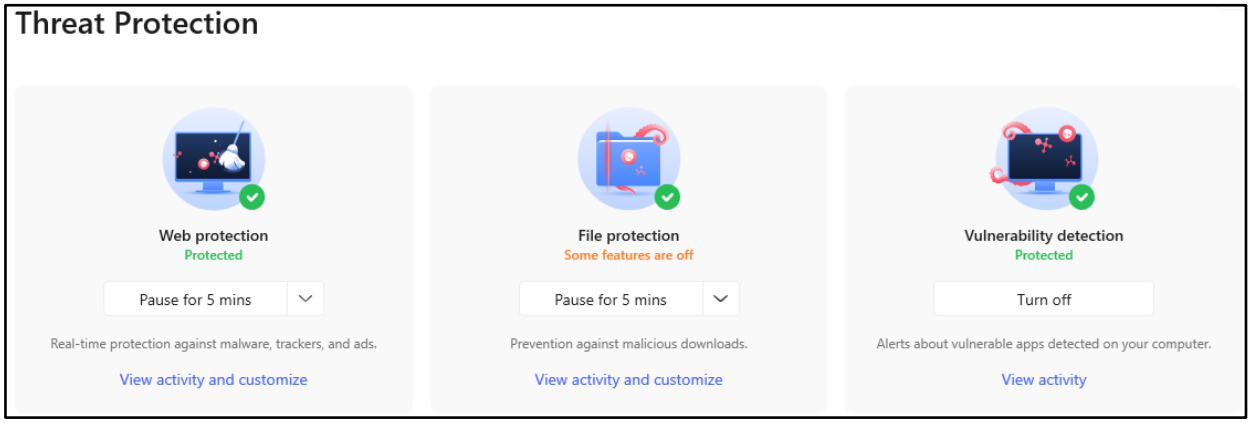
Home Screen/Threat Protection

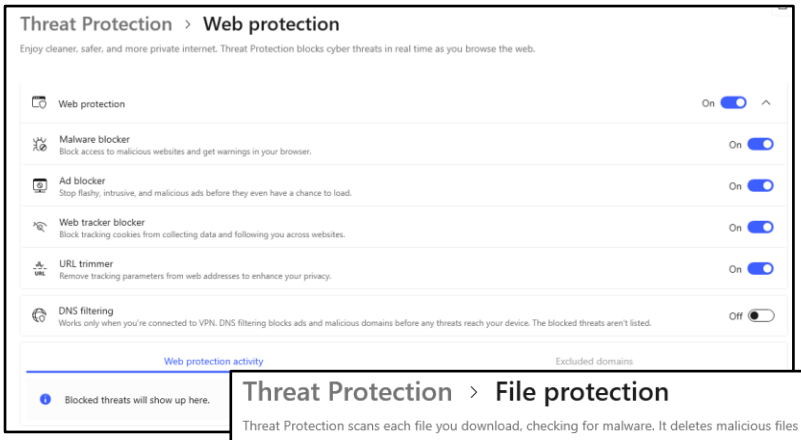
If you click "Turn on" in "Threat Protection," the screen to the left will appear. From here you can click either "Manage" or the "Shield" symbol below the "Globe" symbol to manage your settings. Those settings will be shown on the next page.

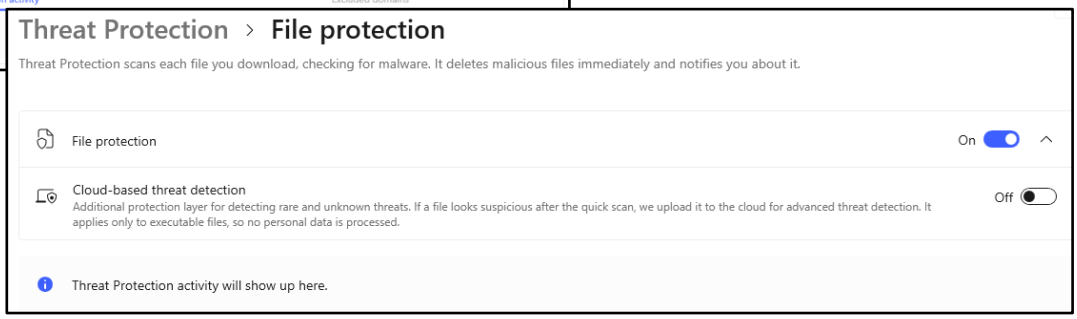
VPN (NordVPN)

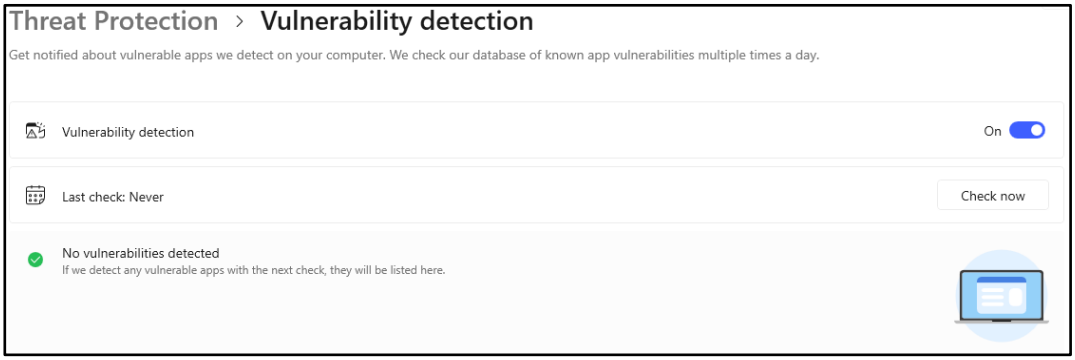
Threat Protection

Below is the “Threat Protection” hub. Here you can go through you “Web protection,” “File protection,” and “Vulnerability detection.” Starting with “Web protection,” you can go through the settings and choose what you would like turned on or off. If you just click “Turn on,” below shows the features that are automatically enabled. Notice how “DNS filtering” is not auto on. Next is “File protection,” which will scan each file you download for malware. You can also enable “Cloud-based threat detection” to have it upload the file to the cloud for an advanced scan. Last is “Vulnerability detection,” which will notify you if any apps are vulnerable. If any are detected, they will be listed below.




Threat Protection › Web protection
Enjoy cleaner, safer, and more private internet. Threat Protection blocks cyber threats in real time as you browse the web.
Web protection
On
Malware blocker
Block access to malicious websites and get warnings in your browser.
On
Ad blocker
Stop flashy, intrusive, and malicious ads before they even have a chance to load.
On
Web tracker blocker
Block tracking cookies from collecting data and following you across websites.
On
URL trimmer
Remove tracking parameters from web addresses to enhance your privacy.
On
DNS filtering
Works only when you're connected to VPN. DNS filtering blocks ads and malicious domains before any threats reach your device. The blocked threats aren't listed.
Off
Web protection activity
Excluded domains
Blocked threats will show up here.

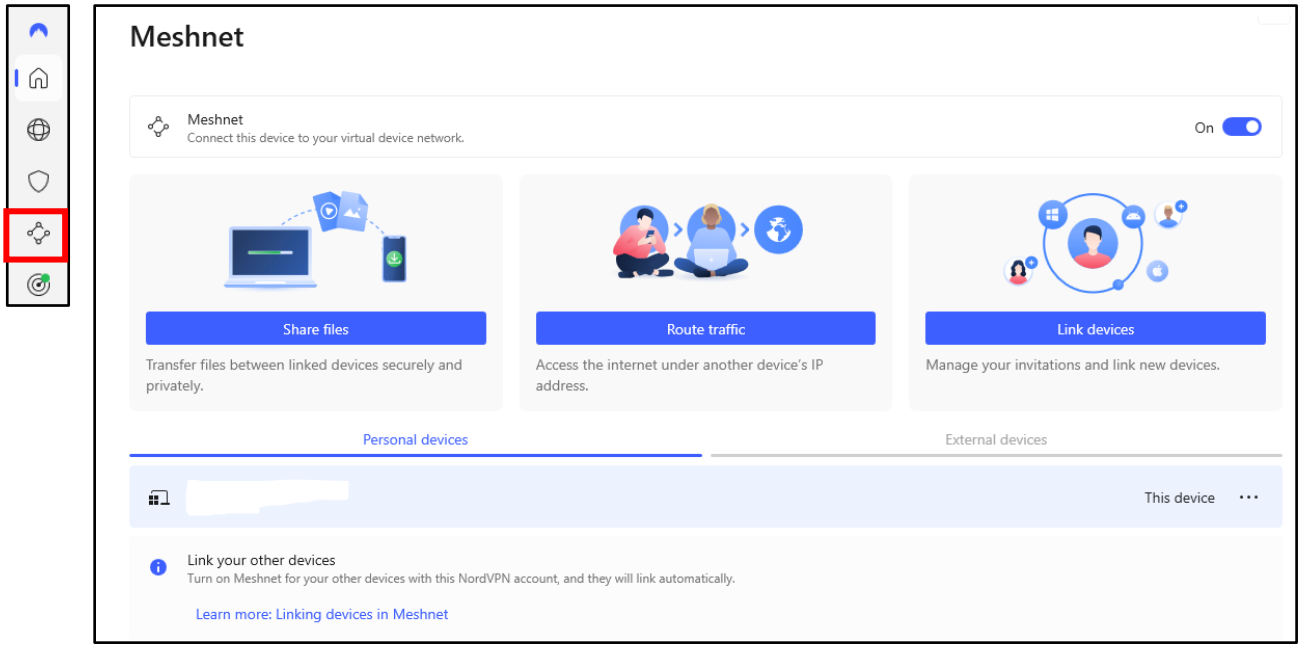

Threat Protection › File protection
Threat Protection scans each file you download, checking for malware. It deletes malicious files immediately and notifies you about it.
File protection
On
Cloud-based threat detection
Additional protection layer for detecting rare and unknown threats. If a file looks suspicious after the quick scan, we upload it to the cloud for advanced threat detection. It applies only to executable files, so no personal data is processed.
Off
Threat Protection activity will show up here.


Threat Protection › Vulnerability detection
Get notified about vulnerable apps we detect on your computer. We check our database of known app vulnerabilities multiple times a day.
Vulnerability detection
On
Last check: Never
Check now
No vulnerabilities detected
If we detect any vulnerable apps with the next check, they will be listed here.

VPN (NordVPN)

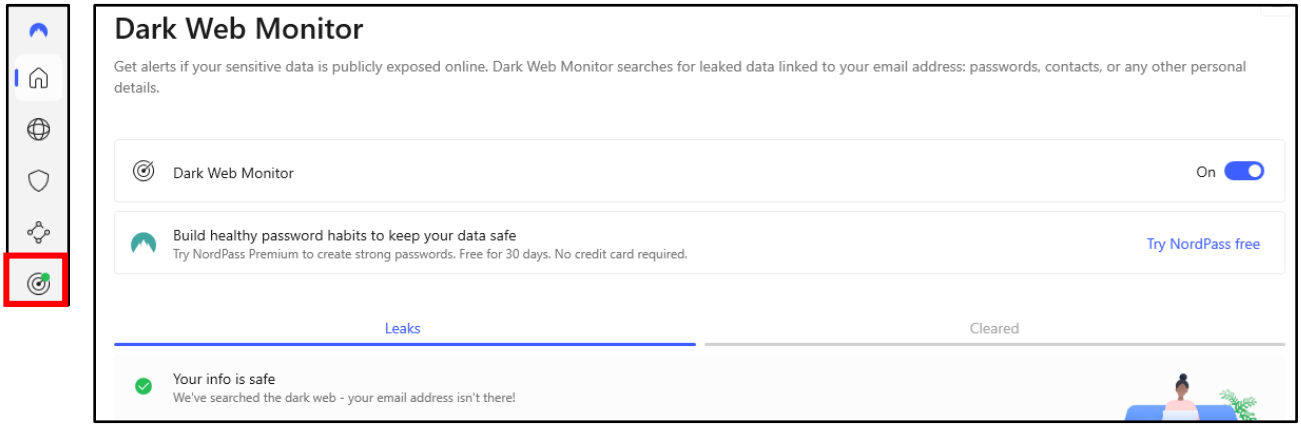
Meshnet

Moving on, highlighted below is “Meshnet.” This allows you to “Share files,” “Route traffic,” and “Link devices.” If you choose to link your devices, it will be shown below underneath “Personal devices” or “External devices.”


Meshnet
Meshnet
Connect this device to your virtual device network.
On
Share files
Transfer files between linked devices securely and privately.
Route traffic
Access the internet under another device's IP address.
Link devices
Manage your invitations and link new devices.
Personal devices
External devices
This device
Link your other devices
Turn on Meshnet for your other devices with this NordVPN account, and they will link automatically.
Learn more: Linking devices in Meshnet

Dark Web Monitor

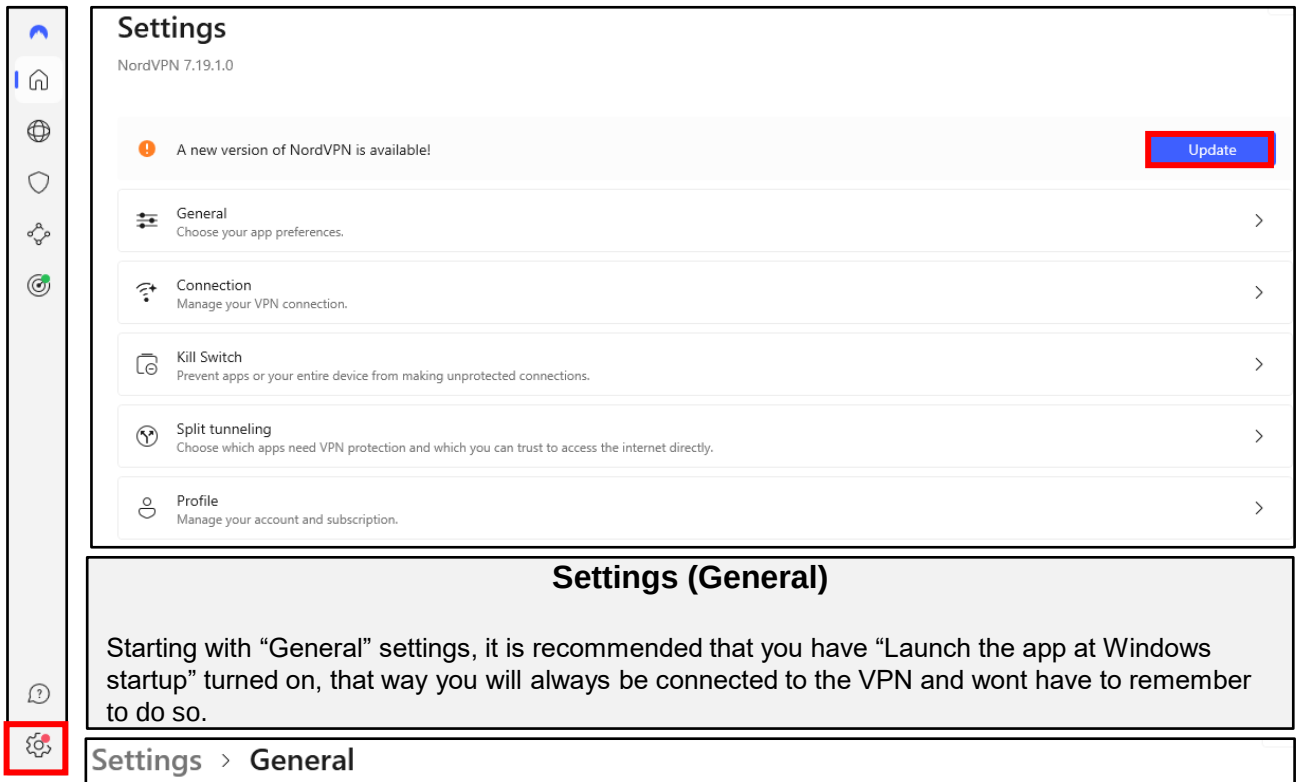
Next is “Dark Web Monitor,” which you can get to by click the symbol highlighted below. If you have this enabled, NordVPN will search leaked data linked to your email that you’ve registered with Nord. Any leaks will be posted below under the “Leaks” section.


Dark Web Monitor
Get alerts if your sensitive data is publicly exposed online. Dark Web Monitor searches for leaked data linked to your email address: passwords, contacts, or any other personal details.
Dark Web Monitor
On
Build healthy password habits to keep your data safe
Try NordPass Premium to create strong passwords. Free for 30 days. No credit card required.
Try NordPass free
Leaks
Cleared
Your info is safe
We've searched the dark web - your email address isn't there!

VPN (NordVPN)

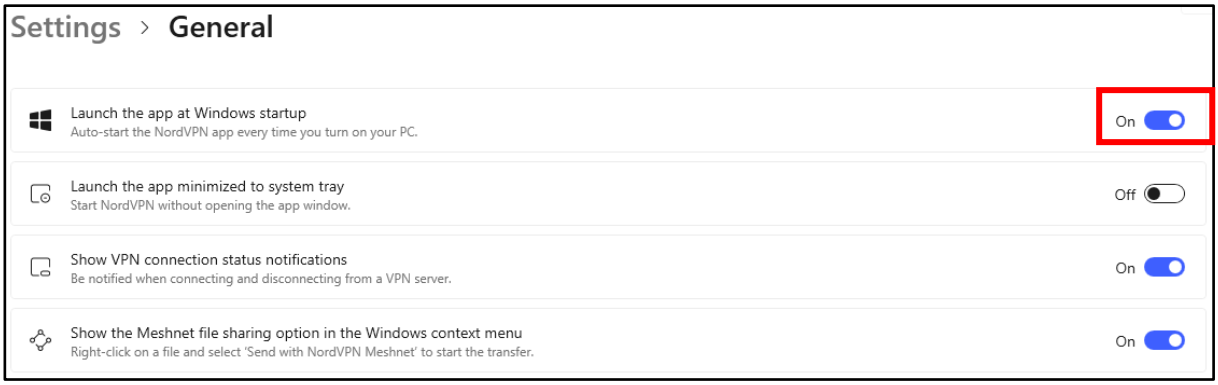
Settings

At the bottom, on the home page, is the “Settings” tab. Here you can go through your “General,” “Connection,” “Kill Switch,” “Split tunneling,” and “Profile” settings. Be sure that if your version needs an update, to click the “Update” button as highlighted below. You can go through all these at your leisure, but “General” and “Kill Switch” are both that you should highly consider reviewing.


Settings
NordVPN 7.19.1.0
A new version of NordVPN is available!
Update
General
Choose your app preferences.
Connection
Manage your VPN connection.
Kill Switch
Prevent apps or your entire device from making unprotected connections.
Split tunneling
Choose which apps need VPN protection and which you can trust to access the internet directly.
Profile
Manage your account and subscription.

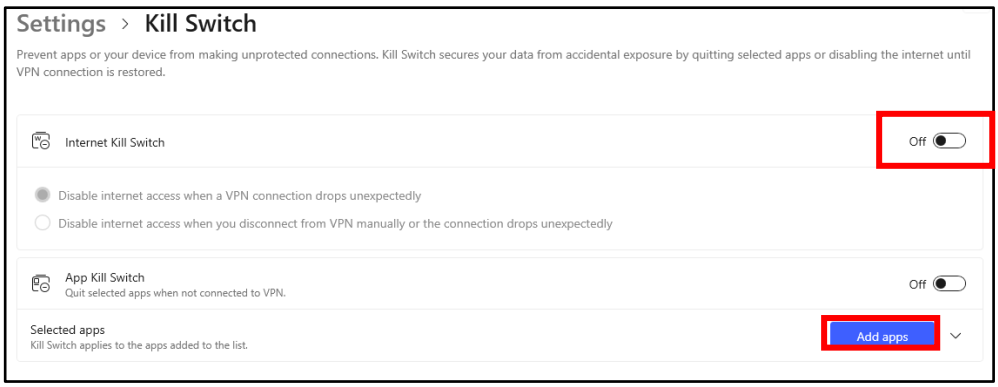
Settings (General)

Starting with “General” settings, it is recommended that you have “Launch the app at Windows startup” turned on, that way you will always be connected to the VPN and wont have to remember to do so.


Settings › General
Launch the app at Windows startup
Auto-start the NordVPN app every time you turn on your PC.
On
Launch the app minimized to system tray
Start NordVPN without opening the app window.
Off
Show VPN connection status notifications
Be notified when connecting and disconnecting from a VPN server.
On
Show the Meshnet file sharing option in the Windows context menu
Right-click on a file and select 'Send with NordVPN Meshnet' to start the transfer.
On

Settings (Kill Switch)

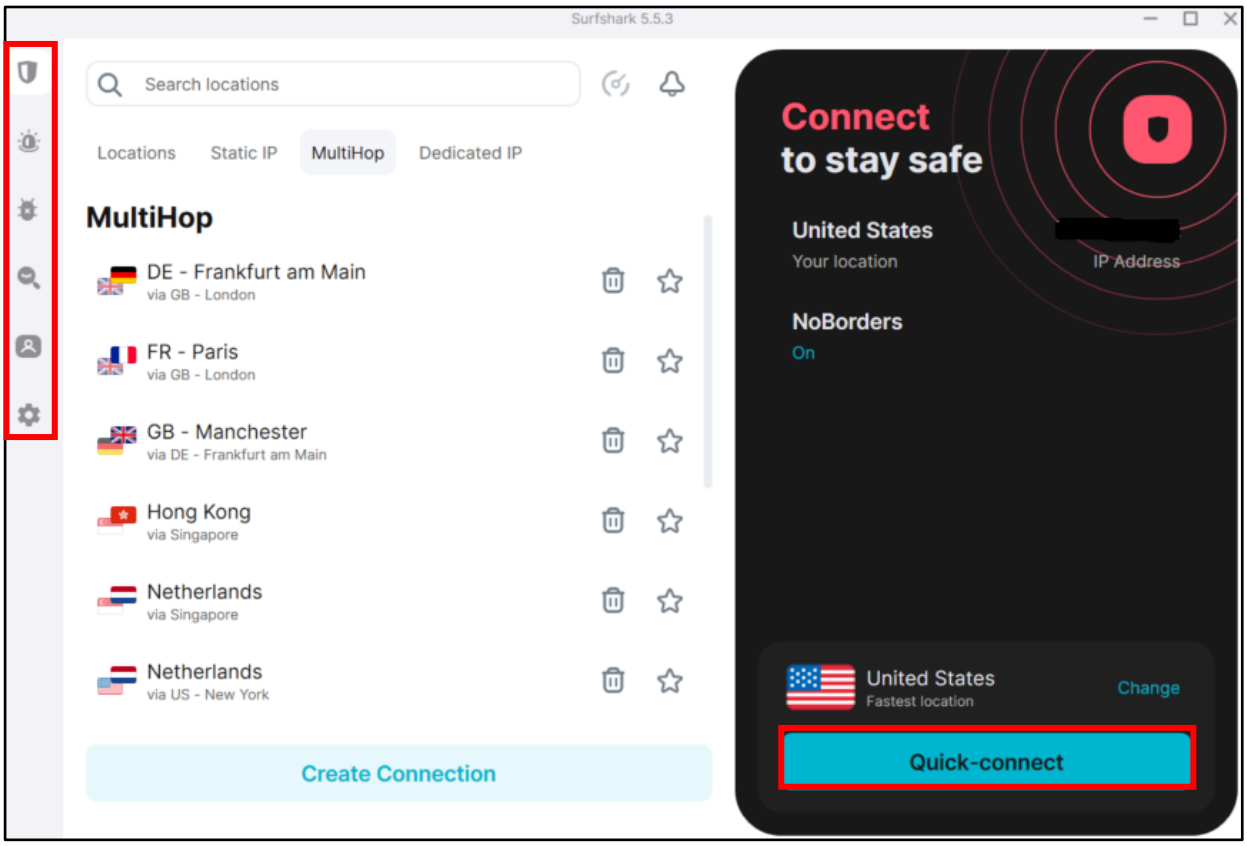
The “Kill Switch” prevents apps or devices from making unprotected connection. You can turn it on to disable the internet if your VPN connection drops.


Settings › Kill Switch
Prevent apps or your device from making unprotected connections. Kill Switch secures your data from accidental exposure by quitting selected apps or disabling the internet until VPN connection is restored.
Internet Kill Switch
Off
Disable internet access when a VPN connection drops unexpectedly
Disable internet access when you disconnect from VPN manually or the connection drops unexpectedly
App Kill Switch
Quit selected apps when not connected to VPN.
Off
Selected apps
Kill Switch applies to the apps added to the list.
Add apps

VPN (Surfshark)

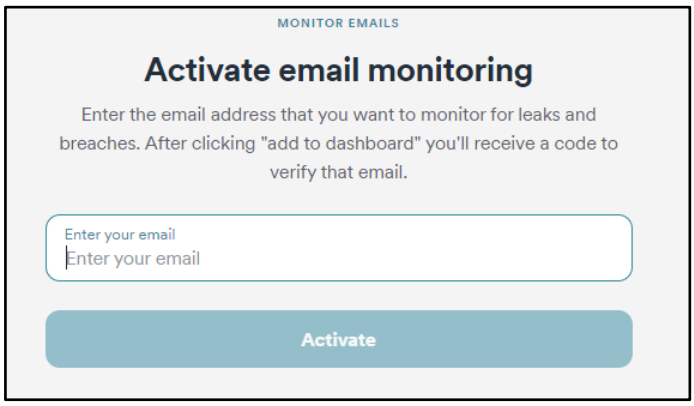
Home Screen

On Surfshark's home screen, you can "Quick-connect," which will allow you to connect to the VPN. You can also choose to select the "Location" of the IP as highlighted below. On the sidebar, as highlighted in red, you can choose "VPN," "Alert," "Antivirus," "Search," "Alternative ID," and "Settings."



Alert

For "Alert," navigate to the second icon on the left. Once there, it will bring you to a portal that says "Go to Surfshark Alert." By clicking this, it will open a webpage as illustrated below. Once here, you can type in the emails you would like to monitor, which will have Surfshark check any data breaches associated with your email.

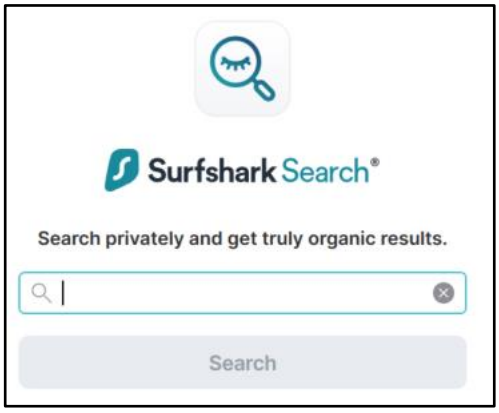

MONITOR EMAILS
Activate email monitoring
Enter the email address that you want to monitor for leaks and breaches. After clicking "add to dashboard" you'll receive a code to verify that email.
Enter your email
Enter your email
Activate

VPN (Surfshark)

Surfshark Antivirus®
Your Antivirus is ready for use
Just run a simple Antivirus installation and enjoy:
Protection from threats in real-time
Advanced defenses against new viruses
Lightweight & easy-to-use app
Install Antivirus
Certified by experts
Surfshark Antivirus is actively working with av-test.org, and is certified as an effective and clean solution against viruses and malware.

Antivirus

Going to the third icon down on the home screen, that looks like a bug, will take you to "Surfshark Antivirus." If you do not have one already installed, you can choose to download this one.

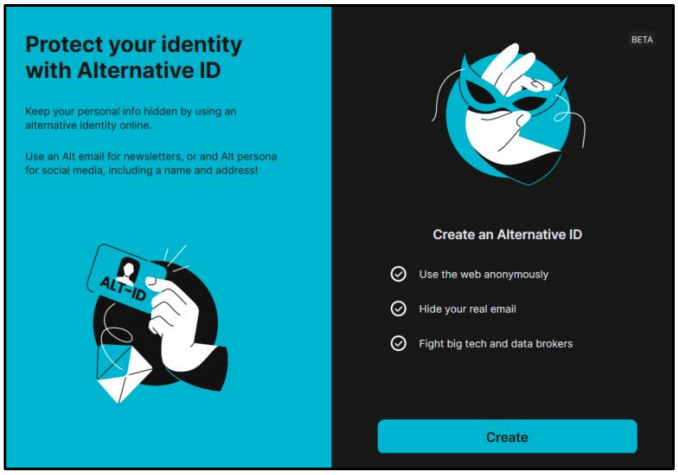


Search

Next is "Surfshark Search," which is a private search engine through Surfshark.

Alternative ID

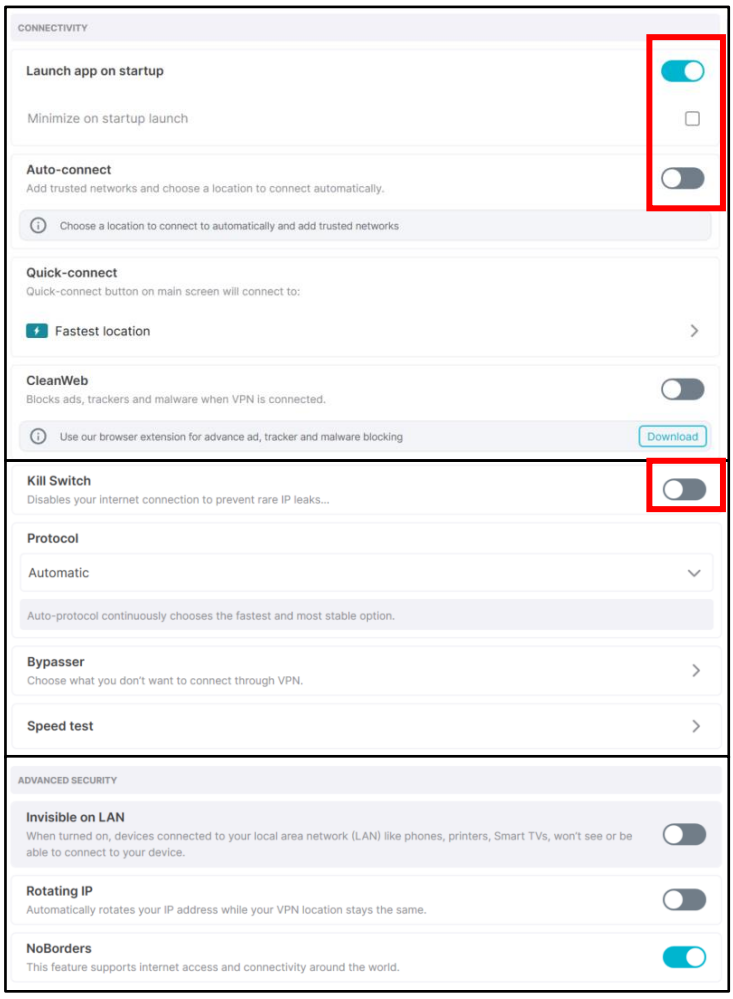
Surfshark offers a service called "Alternative ID," for those who would like to keep their personal information hidden. It is recommended for your personal use at your own discretion.


Protect your identity with Alternative ID
Keep your personal info hidden by using an alternative identity online.
Use an Alt email for newsletters, or and Alt persona for social media, including a name and address!
ALT-ID
BETA
Create an Alternative ID
Use the web anonymously
Hide your real email
Fight big tech and data brokers
Create

VPN (Surfshark)

Settings

Last is the “Settings” tab which you can get to by clicking the “Cog” icon. Once here you can go through your “VPN settings,” “App settings,” “My account,” and “Get help.” Under “VPN settings,” is the bulk of settings it is recommended to go through.


CONNECTIVITY
Launch app on startup
Minimize on startup launch
Auto-connect
Add trusted networks and choose a location to connect automatically.
Choose a location to connect to automatically and add trusted networks
Quick-connect
Quick-connect button on main screen will connect to:
Fastest location
CleanWeb
Blocks ads, trackers and malware when VPN is connected.
Use our browser extension for advance ad, tracker and malware blocking
Download
Kill Switch
Disables your internet connection to prevent rare IP leaks...
Protocol
Automatic
Auto-protocol continuously chooses the fastest and most stable option.
Bypasser
Choose what you don't want to connect through VPN.
Speed test
ADVANCED SECURITY
Invisible on LAN
When turned on, devices connected to your local area network (LAN) like phones, printers, Smart TVs, won't see or be able to connect to your device.
Rotating IP
Automatically rotates your IP address while your VPN location stays the same.
NoBorders
This feature supports internet access and connectivity around the world.

Settings

Under the “Connectivity” section, it is recommended you turn on “Launch app on startup,” so you can connect to the VPN service. You can also choose to turn on “Auto-connect” so that you don’t have to do it yourself. It is also recommended that you consider enabling “Kill Switch” so that if your VPN IP drops, your internet will disconnect so that there is no leaks.

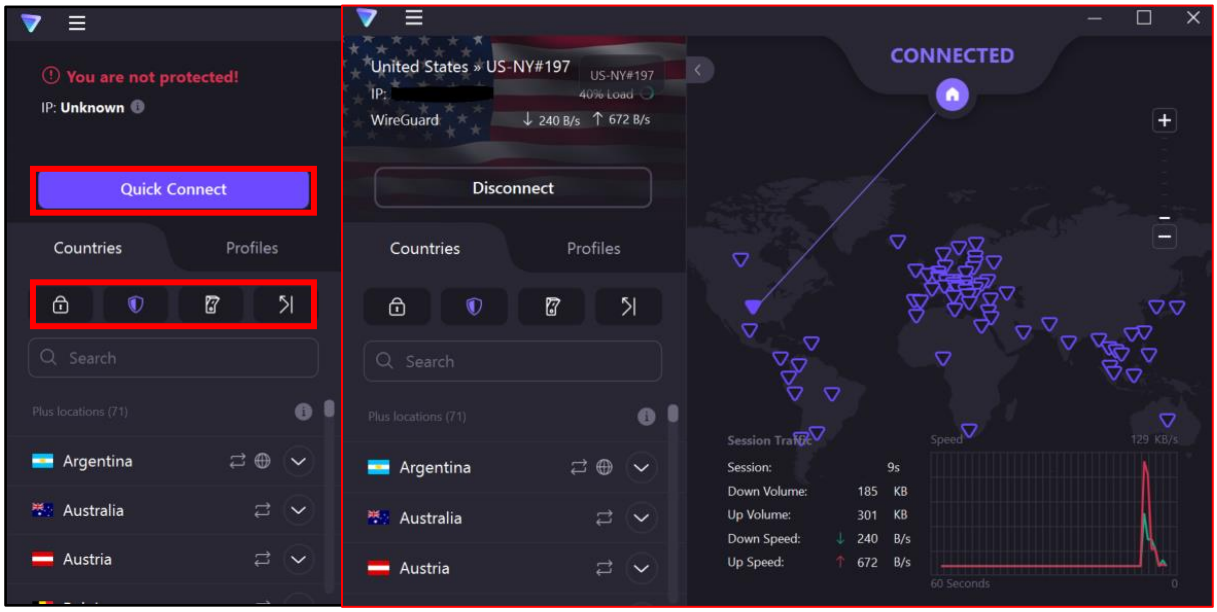
Settings

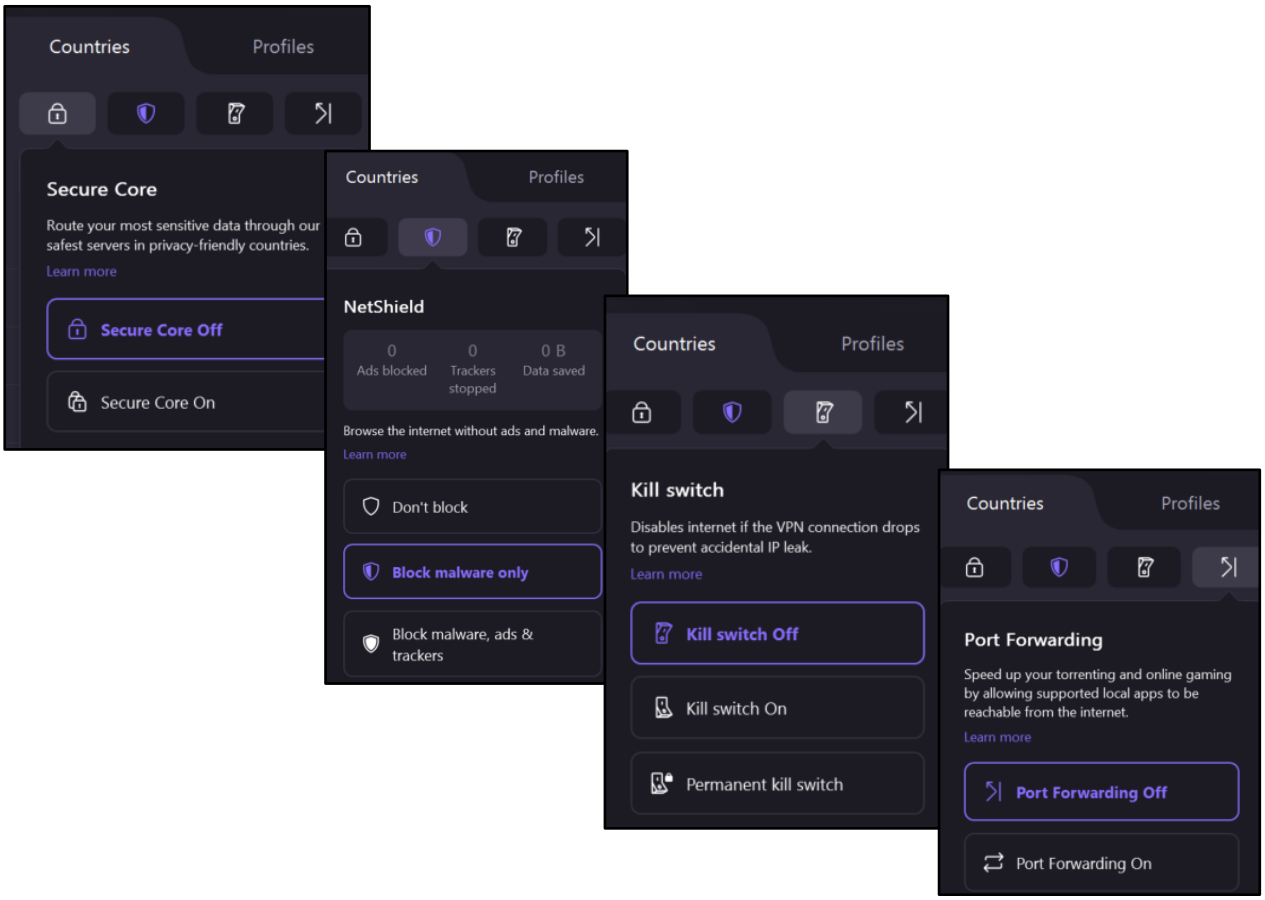
Under the “Advanced Security” tab, it is recommended you review these settings and turn them on/off at your discretion.

VPN (Proton)

Home Screen

On Proton's home screen, you can choose to "Quick Connect," to connect to the VPN. Once connected, the home screen will look like the picture highlighted in red below. You are also able to access "Secure core," "Net Shield," "Kill Switch," and "Port forwarding" as highlighted below. Go through these options to see which ones you would like to have enabled. It is recommended to enable "NetShield" and "Kill switch."

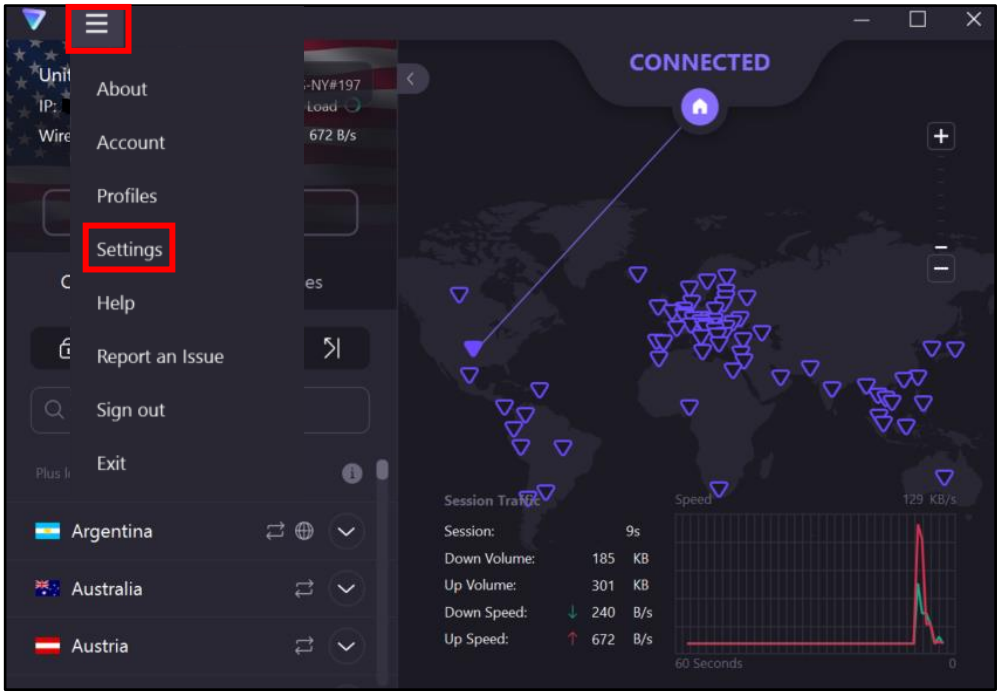


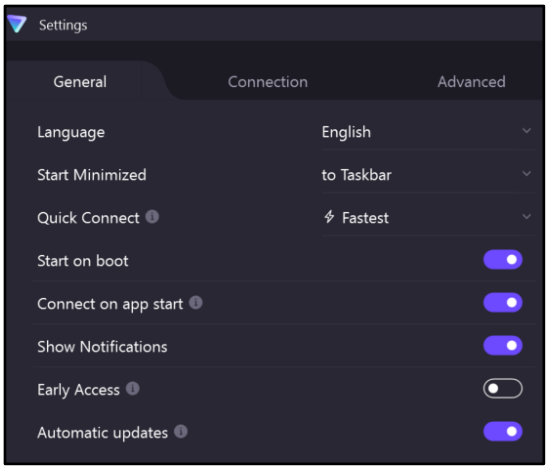


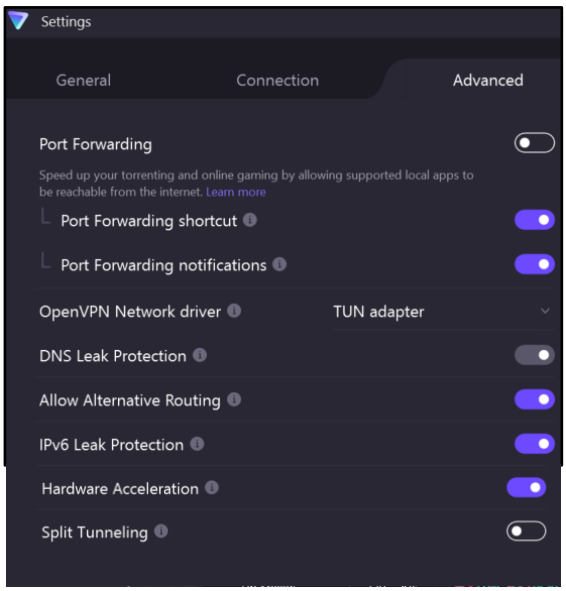
VPN (Proton)

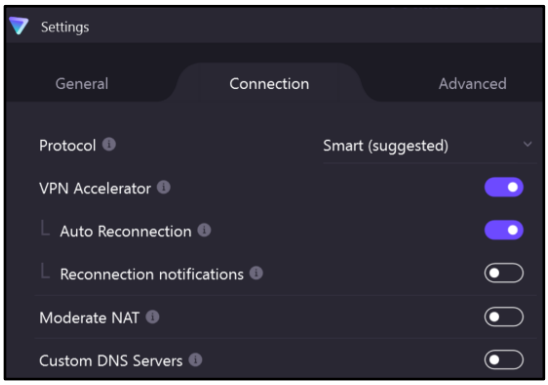
Home Screen

Still on Proton's home screen, you can click right of the Proton icon, to access more settings. Under "General," it is recommended you turn on "Connect on app start" and "Automatic updates." You can go through the settings under "Connection" and "Advanced" that best suits your needs.









ONLINE REGISTRATION

Identify Elements of Social Networking Site (SNS) Accounts

Online services include sites that require users to register and create personal profiles prior to using their service. Best practices include:

- Review the terms of service for each site to determine their privacy policy and data sharing agreements with third party entities.
- Avoid filling in optional identity fields for online profiles. Only fill in the minimum required identity information.
- Never give online services access to your social security number or physical address.
- Deny options to upload and share your existing contacts.
- Immediately after completing the registration process, check and if necessary, change privacy settings to protect your personally identifiable information.

First and Last Name

First and last name are mandatory for almost all SNS accounts. Some users choose to use their first and middle name instead.

Email Address

Email is the second most common requirement for creating a SNS account. It is used to verify your account during registration and as a credential for future log-ins.

Cell Phone Number

Registering for email accounts frequently requires a verifiable phone number. Refrain from using services that require phone numbers or opt to use an alternative method to verify accounts when available.

Location

Location information is required to various levels of granularity depending on the service. It may include address, zip code, and/or country.

Birthday

Birthdays are used to verify the user's age and customize age-appropriate content for the user on the site. This information is sometimes published on the SNS profile and must be removed retroactively.

Gender

Gender is a common field to fill out on the registration page, used mostly for future content customization. Whenever possible, avoid making a distinction when signing up.

Sexual Orientation and Relationship Status

These fields are most often required in online dating sites but are optional on most other SNS.

Username

Username is unique to each user account, unlike first and last name which can be shared across multiple users. DO NOT include personally identifiable information, such as last name or birthday when creating your username.

Employment Information

Company and employment information are required for professionally-oriented SNS services.

ONLINE REGISTRATION

IDENTITY INFORMATION REQUIRED DURING ONLINE SERVICES REGISTRATION

	LinkedIn	Amazon	Facebook	Twitter	Instagram	Pinterest	Spotify
First and Last Name	X	X	X	X	X	X	X
Username	*Name by Default	*Name by Default	X	X	X	*Name by Default	Optional
Password	X	X	X	X	X	X	X
Birthday	X	Optional	Optional		Optional		X
Gender	Optional		Optional		Optional	Optional	X
Email Address	X	X	**Optional	X	X	X	X
Phone Number		Optional	**Optional	Optional	Optional		Optional
Country	X	X	X	X	X	X	X
Zip Code	X	X					
Employment	X						
Job Title	X						
Facebook Account	Optional	Optional	X	Optional	Optional	Optional	Optional

*These sites use the "name" provided as the Username when setting up the account instead of asking Users to create a "handle."

**Facebook requires a mobile number or email address when registering. Consider using a Google Voice number for two factor authentication.

It is easier to sign-up or register on a social media site when you link other accounts to it. Usually, it is a simple click of the button. However, it is NOT recommended to do this.

If someone gains access to your Facebook account and you have signed up for other social media accounts using Facebook, then that likely gives them access to those other accounts, as well. Treat social media account creation just like your passwords; create new and unique ones for each site you sign up for.

Additionally, it is always best to use a current email for any social media account. This way, if something were to happen to your account, you're immediately notified and can quickly address the problem. If you have an email account that you do not check routinely, or that has suffered a major data breach, you might not know if someone hacked into your social media account(s) until it is too late.

Online identity can be described as an aggregate of accounts and account-related activities associated with a single person. Common identity elements required by SNS for creating accounts and participating in their online services, shown above represent vulnerabilities to your identity if not properly protected.

PASSWORD MANAGERS

- **Do** continue to change your passwords even when using a password manager. They are not failsafe's.
- **Do** use unique, hard-to-guess passwords that include a combination of letters, numbers, and symbols.
- **Do** ensure you don't tell anyone the password to your password manager.
- **Do** watch out for "phishing" scams.
- **Don't** use Password Apps on public wifi. Always make sure you are connected through a secure internet connection.
- **Don't** store anything additional inside the Password Manager you wouldn't want leaked.
- **Don't** use the same password across multiple accounts.

1Password bitwarden KEEPER Cybersecurity Starts Here

Top 3 Password Managers

- **Keeper:** Keeper is a password manager created by Keeper Security, Inc. that allows users to store online login credentials, documents and images, and other sensitive information in an encrypted digital web vault. Users can also store two-factor authentication codes.
- **1Password:**1Password is a password manager developed by AgileBits Inc. It provides a place for users to store various passwords, software licenses, and other sensitive information in a virtual vault that is locked with a PBKDF2-guarded master password. By default, the user's encrypted vault is hosted on AgileBits' servers for a monthly fee.
- **BitWarden:** The platform offers a variety of client applications including a web interface, desktop applications, browser extensions, mobile apps, and a command-line interface. Client functionalities include 2FA login, passwordless login, biometric unlock, random password generator, password strength testing tool, login/form/app autofill, syncing across unlimited platforms and devices, storing unlimited number of items, sharing credentials, and storing variety of information including credit cards.

Password Managers provide a safer alternative to leaving your passwords on your computer unguarded or keeping them written down on a piece of paper at your desk. The best passwords are usually phrases, or random combined words, and it's recommended you check the strength at passwordmonster.com

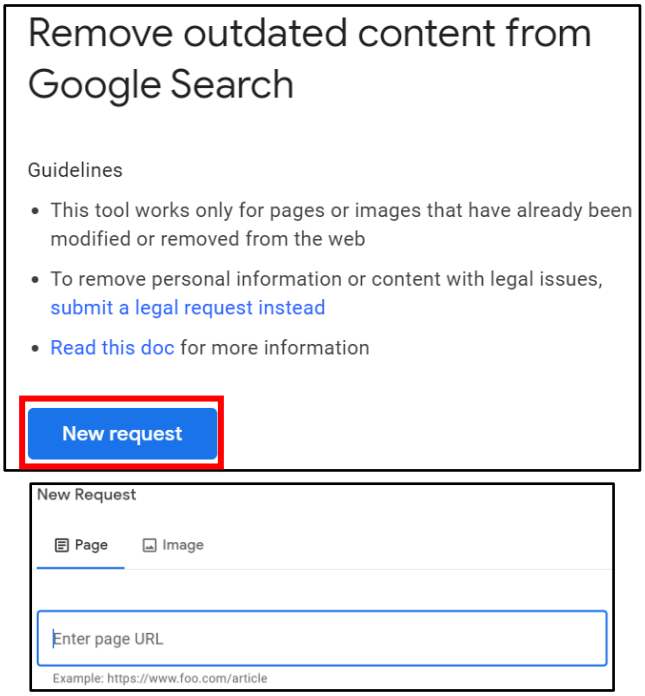
PEOPLE SEARCH OPT-OUT

Search Engine Opt-Out

Google

www.google.com/webmasters/tools/removals

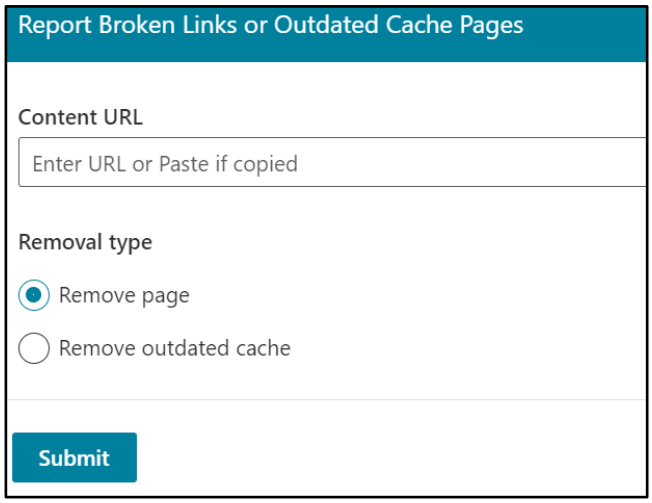
While conducting a “Self Assessment” (see the Self Assessment card) you may find Google Search Results (websites) that you wish to remove. It is important to note that a “Search Result” cannot be removed so long as the information and URL remain active on the original Webmaster’s page. In order to remove your information from Google, you must first contact the Webmaster where the information resides and ask that it be removed. Once you obtain confirmation that the information has been removed, you can then “Request Removal” from Google. Find the URL associated with the “Search Result” you wish to remove and paste the URL in the “Request Removal” box (see URL above and picture to the right). On the “Search Console” page, you can also track you requests to determine if Google has accepted the removal request.


Remove outdated content from Google Search
Guidelines
This tool works only for pages or images that have already been modified or removed from the web
To remove personal information or content with legal issues, submit a legal request instead
Read this doc for more information
New request
New Request
Page
Image
Enter page URL
Example: https://www.foo.com/article

Bing

www.bing.com/webmasters/tools/contentremoval

To remove a search result or cache from Bing, go to the above URL and follow the steps provided under “Removing Outdated Cache.” Like any search engine, it is important to note that your information cannot be removed from Bing prior to it being removed from the active website via the websites’ Webmaster. You will also need to create and sign into Bing with a Microsoft account (formerly Windows Live ID) in order to submit your request and track its progress.



Once you have reviewed your information and identified what needs to be removed, you should record your findings to facilitate the removal process. Please note, the information presented above is subject to change. Opting out will not remove your information indefinitely.

PEOPLE SEARCH OPT-OUT

Google Analytics Opt-Out
https://tools.google.com/dlpage/gaoptout

To provide website visitors the ability to prevent their data from being used by Google Analytics, Google has developed the Google Analytics opt-out browser add-on for the Google Analytics JavaScript (ga.js, analytics.js, dc.js.). If you want to opt out, download and install the add-on for your web browser. The Google Analytics opt-out add-on is designed to be compatible with Chrome, Internet Explorer 11, Safari, Firefox, and Opera. In order to function, the opt-out add-on must be able to load and execute properly on your browser. For Internet Explorer, 3rd-party cookies must be enabled.

Get Google Analytics Opt-out Browser Add-on

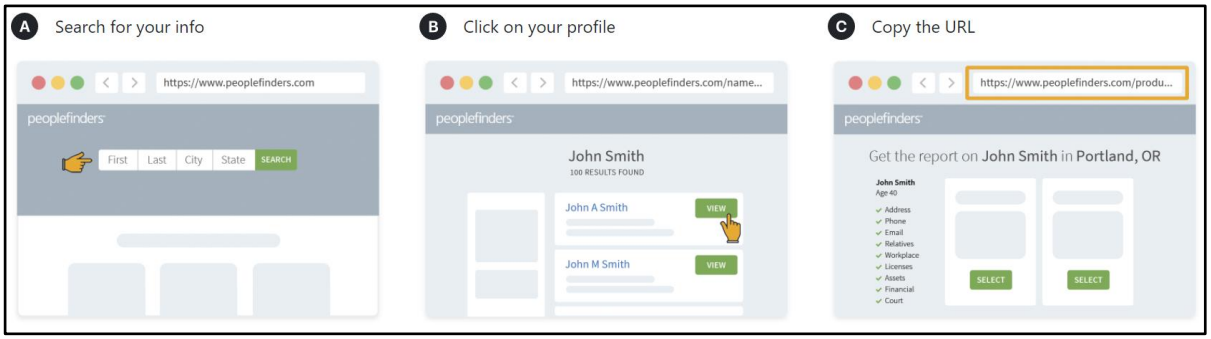
Available for Google Chrome, Mozilla Firefox, Apple Safari and Microsoft Edge.

People Finders Opt-Out
https://www.peoplefinders.com/manage

Upon request, People Finders can block the records they have control over in their database from being shown on PeopleFinders.com. Unless otherwise required by law, they will only accept opt-out requests directly from the individual whose information is being opted out and they reserve the right to require verification of identity and reject opt-out requests in their sole discretion. Of note, they may not be able to remove any information about you from databases operated by third parties.

They do not accept opt-out requests via fax or mail. They are not obligated by law to block the records they have control over in their database from being shown on PeopleFinders.com. Despite this, they will endeavor to comply with any such requests to block the records they have control over as described above.

Please note, People Finders and similar organizations have no control over public records, and People Finders does not guarantee or warrant that a request for removal of or change to personal information as described above will result in removal of or change to all of your information from their website. Further, they are not responsible for informing third-parties with whom they have already shared your personal information of any changes. Just because PeopleFinders.com is associated with a separate aggregator does not mean they will contact that aggregator on your behalf to remove your information; you must do this yourself.

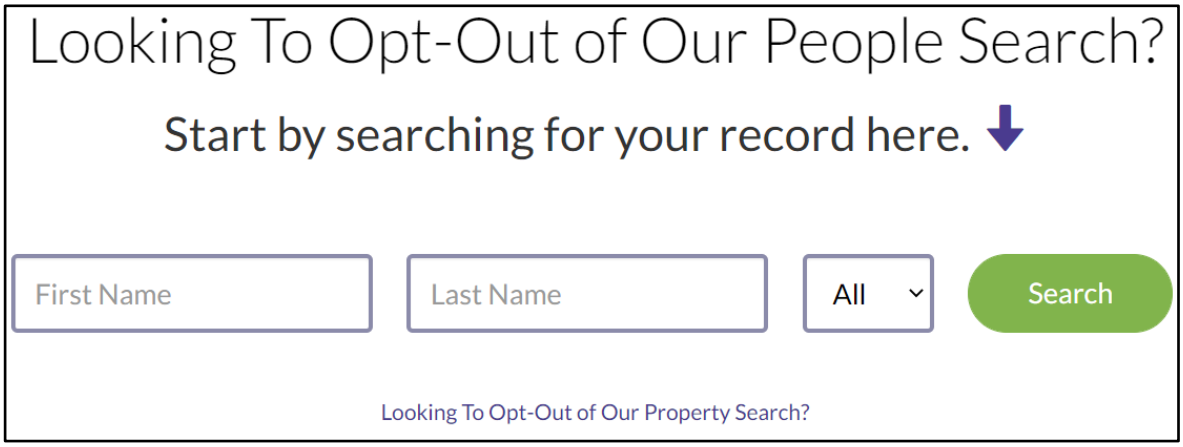


PEOPLE SEARCH OPT-OUT

Been Verified Opt-Out
https://www.beenverified.com/app/optout/search

Been Verified provides a quick and easy process to allow you to remove your information from their People Search results. Using the above link, you can search their database, select your record, and verify your request to opt out by clicking on the link in their verification email. After you verify, they will send you an email confirming that the record you selected has been opted out and will instruct their data partners not to return the record in future People Search results.

Been Verified uses your email address to send you an email to verify your request to opt out. They will not sell the email address that you provide as part of the opt-out process, or use it for any other purpose without your prior consent. There is no charge to remove your data from the Been Verified People Search results. Once you receive their email confirming that they have processed your opt-out request, your request will be reflected in their People Search results the next time their server refreshes. In most cases, this will take 24 hours to take effect and then they encourage you to check for yourself.



At this time, they only provide an opt-out for their People Search service. Therefore, it is possible that your name will appear in search results for the other search services available through Been Verified even after you opt out of People Search.

There may be times when one of their data partners provides a new record that is different enough from your existing, opted-out record that they cannot match this new record to the existing opted-out record and will create a new one. If you have previously opted out and see a new record about you appear in their People Search results, contact them at privacy@beenverified.com and they will help you remove that record, as well. It is important to occasionally check Been Verified to ensure the opt-out process is continuing.

PHOTO SHARING SITES

• **Do** share photos only with known and trustworthy people.
• **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
• **Do** ensure that family members take similar precautions with their accounts. Their privacy and share settings can expose personal data.
• **Don't** tag geolocations. The information in these tags can disclose where the photo was taken.
• **Don't** give apps permissions to access mobile device location services.
• **Don't** post photos of others, especially children, without getting permission beforehand.

Choosing the right photo sharing service will depend on intent and audience. Key questions to ask:

- Are you sharing photos primarily for yourself, your friends and family, or for public consumption?
- Are your contacts and intended audience already using a specific service?
- How much control and privacy do you want over your images?
- Is the retention of EXIF data problematic?

Although photo sharing services allow you to remove images, not all of them allow you to delete your account. Deleting content and/or an account does not ensure removal from the internet or the service provider's systems. Those with access to the photos on a photo sharing service can acquire and redistribute photos as they please.

What is EXIF data?

Exchangeable Image File Format (EXIF) is metadata stored in the captured image. This data can include date, time, camera settings, and possible copyright information. If the image is captured with a camera phone or digital camera with GPS capabilities, it can record EXIF geolocation metadata.

For more information refer to the EXIF Removal Smartcard.

PHOTO SHARING SITES

Six Popular Photo Sharing Services

SERVICE/ DETAILS	Instagram	snapchat	facebook	Google Photos	Flickr	photobucket
PRIMARY USE	Share photos and videos from camera-enabled mobile devices	Share photos and videos that "disappear" after viewed or a period of 24 hours	Social network	Photo and video sharing and storage service	Photo and video hosting site used for sharing and embedding on blogs and social media	Photo and video hosting site used for sharing and embedding on blogs and social media
IMAGE PRIVACY OPTIONS	**Public;** Private (other users must request to follow you)	**Public**; Private (other users must request to follow you)	**Public**; Only Me; Friends; Friends of Friends	**Private**; Shared Albums allow anyone with the unique web link to view your photos	**Public;** Only You, Your Friends, Your Family	**Public;** Private (optional password protection)
RETAINS EXIF	No	No	No	Yes	**Yes, for original uploaded file (not for resized file;)** You can also hide EXIF data	Uploaded file (not for resized file)
GEO-LOCATION OPTIONS (NON-EXIF)	GPS-based device location and customizable location (both removable)	Snapchat Geofilters use location services on your mobile device (Using Geofilters is optional)	Free-form text; location suggestions; map-based (removable)	GPS-based from camera and Google's Estimated Location (both can be disabled in the phone settings)	Editable location; map-based (both removable)	Location data is available unless you disable it
ALLOWS REPOSTING	Yes, only with third party applications	No, but note that viewers can still screenshot your Snaps	Yes	Yes, photos can be downloaded from a Shared Album.	Yes	**Yes**
POPULATES IN GOOGLE SEARCHES (INDEXED)	Profiles are indexed, but not photos	No	Public profiles are indexed	Shared photos may possibly be open to public search in the future	Public albums are indexed; Offers opt-out for 3rd party searches	Public albums are indexed

*Default settings are in **bold**.

Privacy Settings

Instagram

If the account is set to private, only approved users can view images and videos. From a smartphone, tap the person icon at the bottom right corner of the screen > tap the menu icon (three bars) in the top right corner of the screen > click "Settings" > tap "Privacy." Ensure the toggle is on for "Private Account."

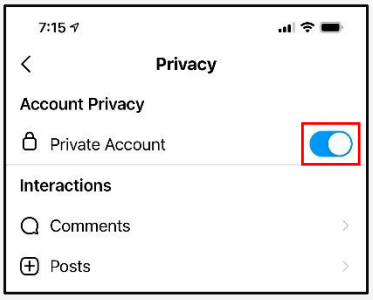
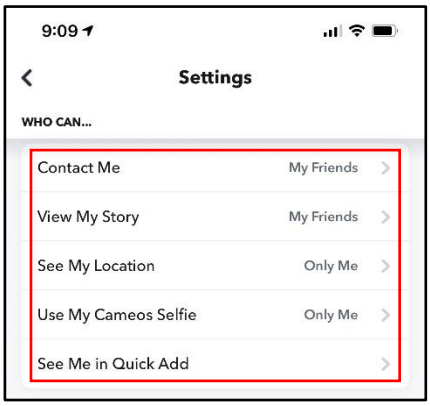


PHOTO SHARING SITES

Privacy Settings (Continued)

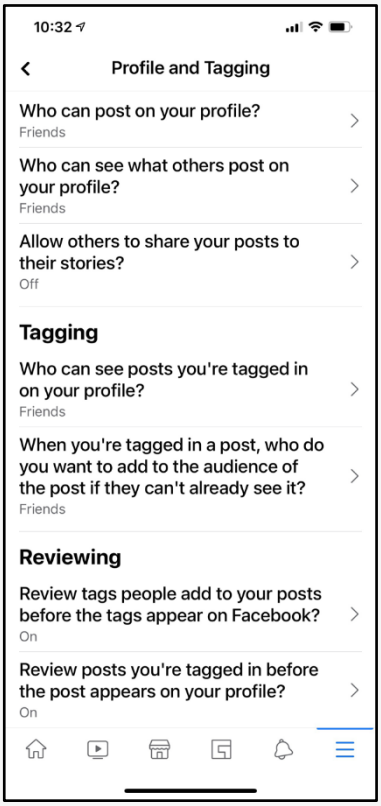
snapchat

Verify who can view images or videos on Snapchat to ensure privacy. From a smartphone, tap the person icon at the top left corner of the screen > Tap the gear icon at the top right corner of the screen > scroll down to "**WHO CAN**…" Ensure that "Contact Me" and "View My Story" are set to "My Friends." Ensure that under "See My Location" the toggle is set to enable "Ghost Mode" and displays as "Only me." When "Ghost Mode" is enabled, your location is not revealed to anyone. Ensure "Use My Cameos Selfie" is set to "Only Me." It is not recommended to toggle "Show me in Quick Add" on.



facebook

It is recommended to review who can view or share your photos on Facebook. From a smartphone, tap the menu icon (three bars) in the bottom right corner of the screen > tap the down arrow next to "**Settings & Privacy**" > "**Settings**" > scroll down and tap "**Profile and Tagging**" to adjust who can view your posts and photos.


10:32
Profile and Tagging
Who can post on your profile?
Friends
Who can see what others post on your profile?
Friends
Allow others to share your posts to their stories?
Off
Tagging
Who can see posts you're tagged in on your profile?
Friends
When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it?
Friends
Reviewing
Review tags people add to your posts before the tags appear on Facebook?
On
Review posts you're tagged in before the post appears on your profile?
On

Google Photos

Review privacy settings in Google Photos. From a smartphone, tap the user icon in the top right corner of the screen > tap "**Google Photo Settings**." Under "**Sharing,**" tap "Hide photo location data." Tap "Group similar faces" and ensure the "Face grouping" toggle is turned off. Ensure the toggle is on and the setting displayed is "Other people won't see where photos were taken."

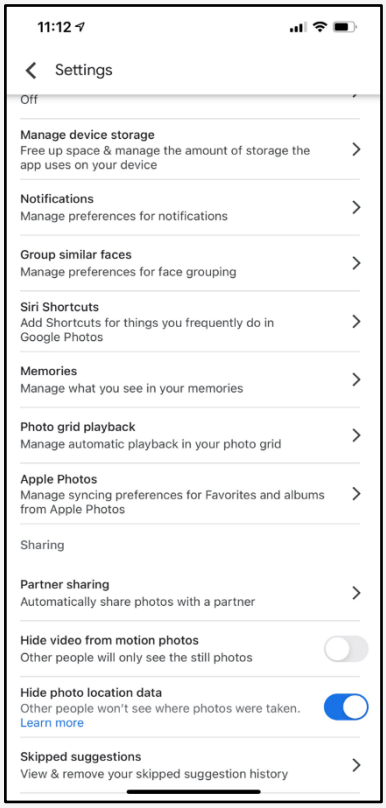
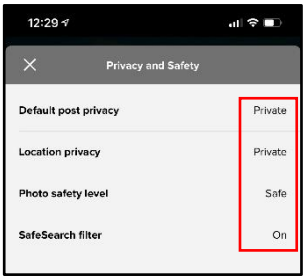

11:12
Settings
Manage device storage
Free up space & manage the amount of storage the app uses on your device
Notifications
Manage preferences for notifications
Group similar faces
Manage preferences for face grouping
Siri Shortcuts
Add Shortcuts for things you frequently do in Google Photos
Memories
Manage what you see in your memories
Photo grid playback
Manage automatic playback in your photo grid
Apple Photos
Manage syncing preferences for Favorites and albums from Apple Photos
Sharing
Partner sharing
Automatically share photos with a partner
Hide video from motion photos
Other people will only see the still photos
Hide photo location data
Other people won't see where photos were taken.
Learn more
Skipped suggestions
View & remove your skipped suggestion history

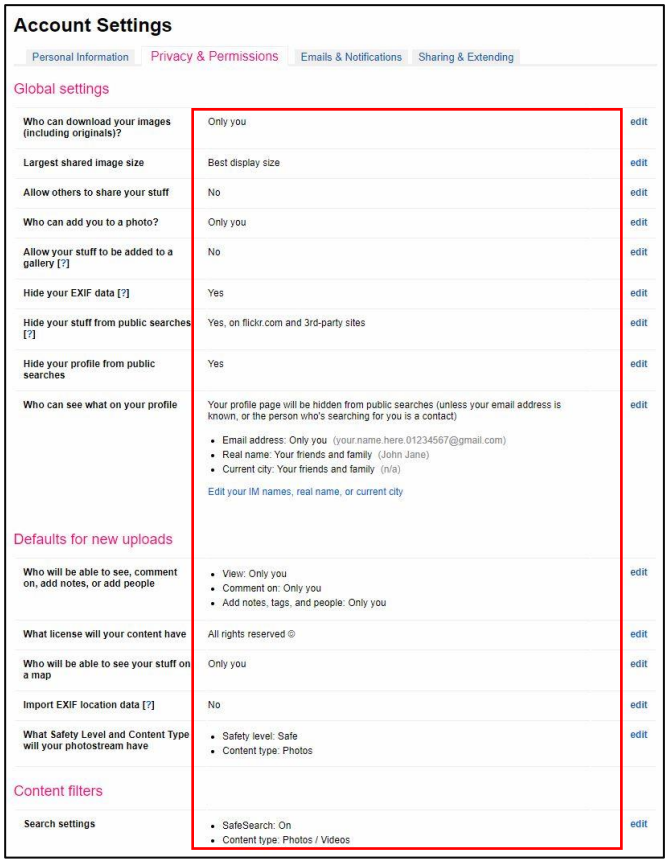
PHOTO SHARING SITES

Privacy Settings (Continued)

You can adjust the default photo privacy settings to control who can see your photos and videos. Default settings will affect all your Flickr content whether you upload it from a computer or your mobile device. From a smartphone, tap the person icon in the bottom right corner of the screen > tap the gear icon in the top right corner of the screen > tap "**Privacy and safety**." Ensure "Default post privacy" and "Location privacy" are both set to "Private." Set "Photo safety level" to "Safe" and "Safe search filter" to "On." You can also change the privacy level of a specific photo or video: Click the info icon on the specific photo or video. Choose an option in the drop-down: "Public," "Private," "Friends," "Family," or "Friends & Family." It is recommended to only permit family or close friends to view photos.



Comprehensive Flickr account settings can be modified via computer. Click the camera icon. Select "**Settings**" > "**Privacy & Permissions.**" The recommended settings are presented in the screen capture to the right. Click "**Sharing & Extending.**" Ensure third party applications are not linked as demonstrated in the image.


Account Settings
Personal Information
Privacy & Permissions
Emails & Notifications
Sharing & Extending
Global settings
Who can download your images (including originals)?
Only you
edit
Largest shared image size
Best display size
edit
Allow others to share your stuff
No
edit
Who can add you to a photo?
Only you
edit
Allow your stuff to be added to a gallery [?]
No
edit
Hide your EXIF data [?]
Yes
edit
Hide your stuff from public searches [?]
Yes, on flickr.com and 3rd-party sites
edit
Hide your profile from public searches
Yes
edit
Who can see what on your profile
Your profile page will be hidden from public searches (unless your email address is known, or the person who's searching for you is a contact)
Email address: Only you (your.name.here.01234567@gmail.com)
Real name: Your friends and family (John Jane)
Current city: Your friends and family (n/a)
Edit your IM names, real name, or current city
edit
Defaults for new uploads
Who will be able to see, comment on, add notes, or add people
View: Only you
Comment on: Only you
Add notes, tags, and people: Only you
edit
What license will your content have
All rights reserved ©
edit
Who will be able to see your stuff on a map
Only you
edit
Import EXIF location data [?]
No
edit
What Safety Level and Content Type will your photostream have
Safety level: Safe
Content type: Photos
edit
Content filters
Search settings
SafeSearch: On
Content type: Photos / Videos
edit

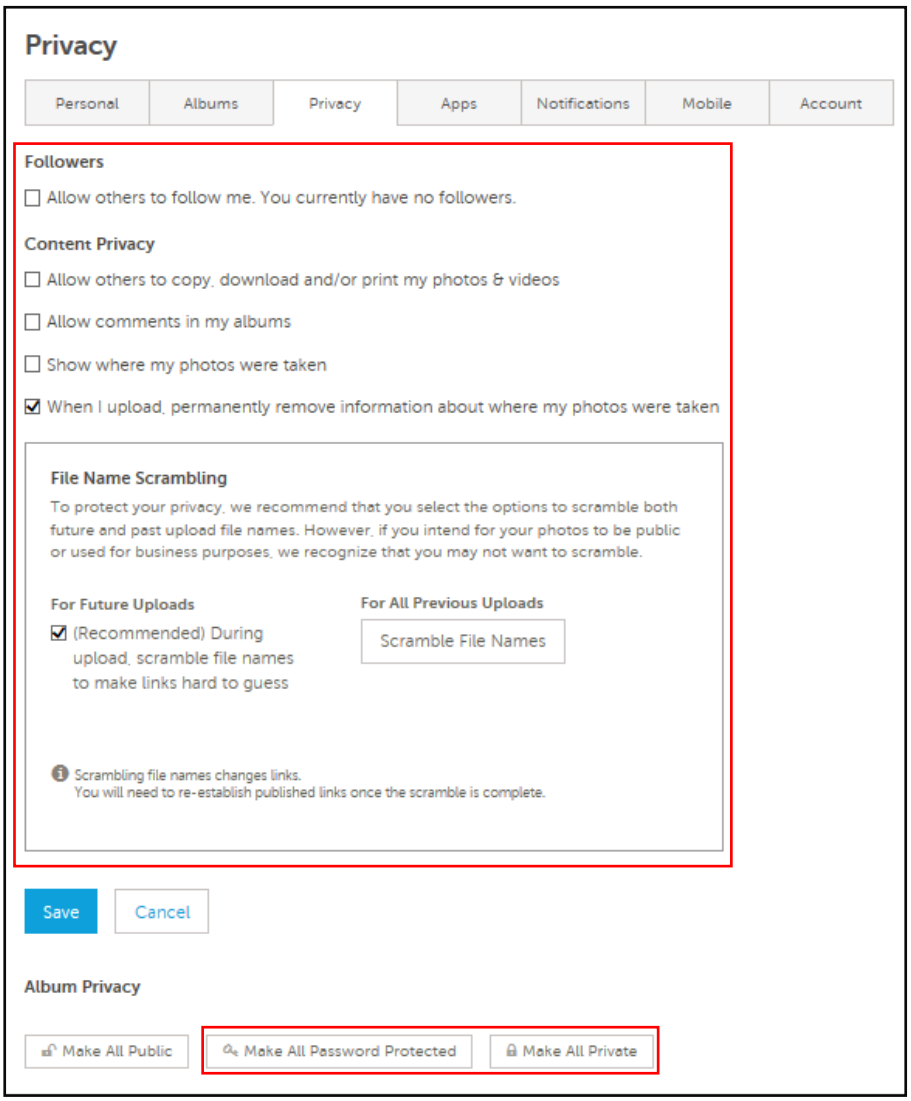
For a comprehensive Flickr security walkthrough, visit the following URL: https://safety.yahoo.com/SafetyGuides/Flickr/index.html

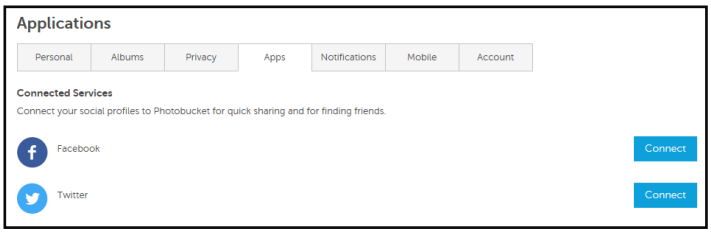
PHOTO SHARING SITES

Privacy Settings (Continued)

photobucket

Click the person icon in the top right corner of the screen > select "**Settings**" > Select "**Privacy**" tab. Use the image to the right as an example for security settings. Select the "**Apps**" tab. Use the image at the bottom of the page as an example for security settings. Ensure third-party applications, such as Twitter and Facebook are not linked to your Photobucket account.


Privacy
Personal
Albums
Privacy
Apps
Notifications
Mobile
Account
Followers
Allow others to follow me. You currently have no followers.
Content Privacy
Allow others to copy, download and/or print my photos & videos
Allow comments in my albums
Show where my photos were taken
When I upload, permanently remove information about where my photos were taken
File Name Scrambling
To protect your privacy, we recommend that you select the options to scramble both future and past upload file names. However, if you intend for your photos to be public or used for business purposes, we recognize that you may not want to scramble.
For Future Uploads
(Recommended) During upload, scramble file names to make links hard to guess
For All Previous Uploads
Scramble File Names
Scrambling file names changes links.
You will need to re-establish published links once the scramble is complete.
Save
Cancel
Album Privacy
Make All Public
Make All Password Protected
Make All Private



Although it is possible to set Photobucket albums to "private," this does not prevent the photos within being accessed by someone who knows or can guess the URL.

PHISHING/SCAMS

Phishing

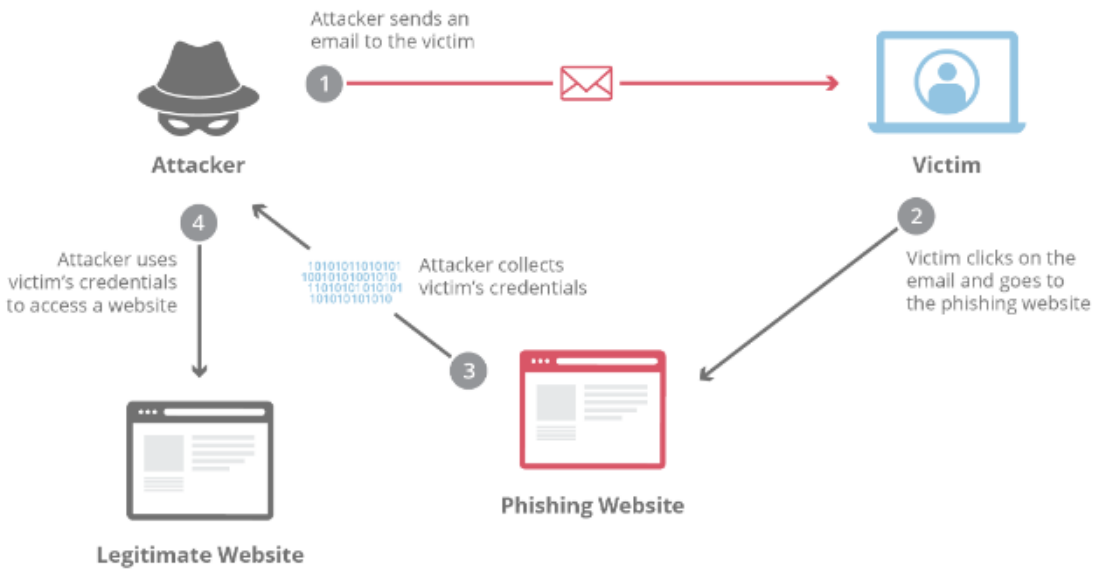
Phishing is the fraudulent practice of sending emails or other messages purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers.

There are also different types of phishing attacks to include; “Spear phishing,” “Clone phishing,” and “Smishing.”

“Spear phishing” is a highly targeted attack that uses personalized messages to deceive specific individuals, organizations, or roles within a company. The goal is to steal sensitive information or infect the target's device with malware.

“Clone phishing” is where an attacker duplicates a message that the target has previously received, such as a mass email from a brand or a fake tracking email. The attacker then uses the replicated message to deceive a broad range of targets.

“Smishing” is a social engineering attack that uses fake text messages to trick people into sharing sensitive information, downloading malware, or sending money to cybercriminals. The victim is usually asked to click a link, call a phone number, or contact an email address provided by the attacker.



Phishing attempts usually occur through emails and messaging apps. That is why it is important to never click on a link, or a message, from someone you don’t know. Phishing is the most common data breach vector, accounting for 16% of all breaches.

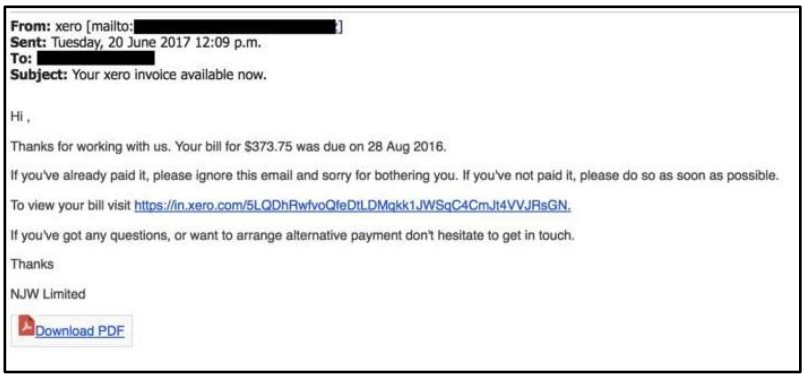
PHISHING/SCAMS

Before you click / preventative measures

If the link you just received, or the sender of the link, is suspicious, don't click the link or even open the message. To determine if it's a "phishing" attempt, look at inconsistencies in the senders information, link and domains. A lot of emails or messages will have spelling errors, or some of the letters may look a little off. You can also hover your cursor over the link to preview the URL that it leads to. If the domain doesn't exist, its likely a phishing attack. Make sure you are using an email system that has "Phishing Email Detection." This will usually flag the email and let you know the contents could be dangerous before you click them.

Types of Scams

The Invoice Phishing Scam is very popular. Attackers will send you an email with a past due amount you need to pay. This creates a sense of urgency in people to click the link and pay the amount.



From: xero [mailto:[redacted]]
Sent: Tuesday, 20 June 2017 12:09 p.m.
To: [redacted]
Subject: Your xero invoice available now.

Hi ,

Thanks for working with us. Your bill for $373.75 was due on 28 Aug 2016.

If you've already paid it, please ignore this email and sorry for bothering you. If you've not paid it, please do so as soon as possible.

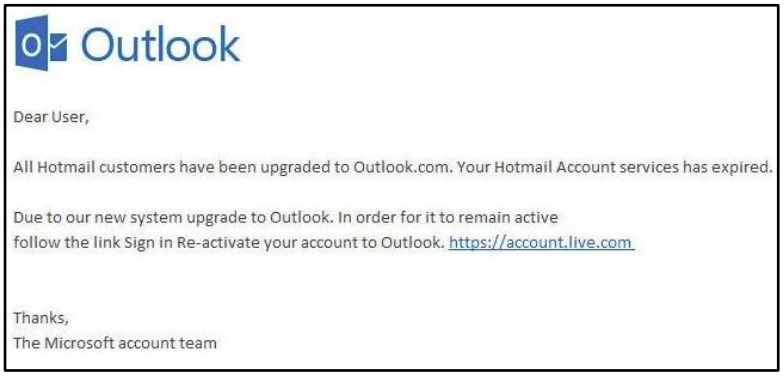
To view your bill visit https://in.xero.com/5LQDhRwfvoQfeDtLDMqkk1JWSqC4CmJt4VVJRsGN.

If you've got any questions, or want to arrange alternative payment don't hesitate to get in touch.

Thanks

NJW Limited

Download PDF



Outlook

Dear User,

All Hotmail customers have been upgraded to Outlook.com. Your Hotmail Account services has expired.

Due to our new system upgrade to Outlook. In order for it to remain active
follow the link Sign in Re-activate your account to Outlook. https://account.live.com

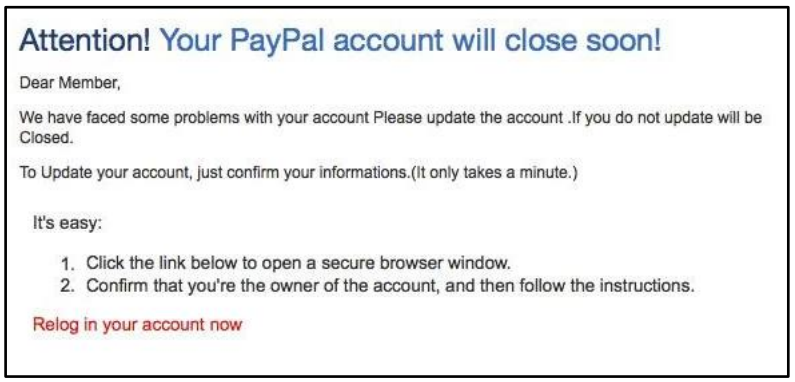
Thanks,
The Microsoft account team

Types of Scams

The email account upgrade is popular as well. The attackers pose as Micorosoft or Google to try to get you to click the link. Nothing visually looks off in this email, that's why its important to hover over the link.

Types of Scams

The Paypal scam is also popular. The attackers will send you an email posing as paypal, saying you need to re log into your account before it closes. Once you do, they get access to your account.



Attention! Your PayPal account will close soon!

Dear Member,

We have faced some problems with your account Please update the account .If you do not update will be Closed.

To Update your account, just confirm your informations.(It only takes a minute.)

It's easy:

1. Click the link below to open a secure browser window.
2. Confirm that you're the owner of the account, and then follow the instructions.

Relog in your account now

PHISHING/SCAMS

Accidentally clicking on a link / Recovery

If you accidentally click on a “Phishing” link, Malware will likely be downloaded to your device. The types of malware can vary, but it can be anything from key-loggers to spyware. It will be any type of virus that can garner information from whatever device you used to click the link. Another possibility of clicking on a link is it will direct you to a “spoof” website, which will look identical to the real one. A common “Phishing” attempt is posing as Amazon or Apple, and sending you a link to what looks like the Amazon or apple store so that you will enter your information.

If you happen to click on the link, take the next steps as listed below:

1. Disconnect your device from the internet

This can prevent any malware from being able to fully download on your device, and also prevent other devices connected to the same network from being potentially infected.

2. Scan your device using antivirus software

An antivirus is a program that can be installed on your device that prevents, detects, and removes known malware and viruses. If you didn’t already have one downloaded on your device, you will have to do that. Before you connect back to your internet to download it, make sure other devices aren’t connected to the network and that your routers software is the most up to date. However, antivirus programs are not foolproof, some malware is very complex and can slip past antivirus application. So just because your application doesn’t detect it, doesn’t mean it isn’t there. Monitor your network and device for a few days to make sure there isn’t any suspicious activity

3. Change your passwords immediately on a separate device and network

If you already typed in your information to a “Spoofed” site or if the malware has been running long enough, the attackers likely have your information. You will need to immediately change your account passwords to gain control back over the accounts. A great way to stop them from being able to have access to your account is having “Multi-Factor Authentication” enabled. That way if they get your password, they will still need the other form of verification to get into your account.

4. Contact the appropriate parties

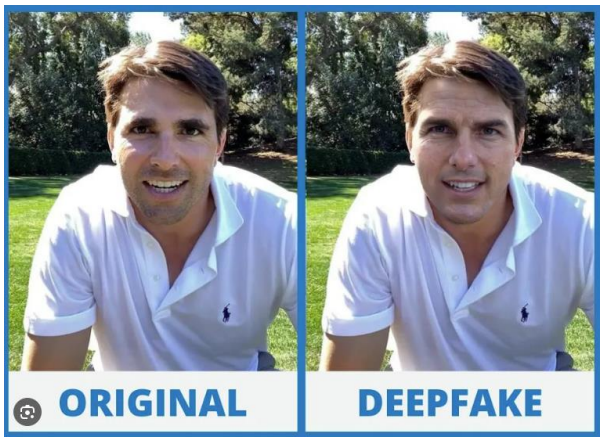
If you accidentally clicked a phishing link or fell for a scam, it might be in your best interest to let your bank know. That way they can also monitor any suspicious transactions associated with your account. You can also get in contact with the Federal Trade Commission (FTC). You can reach them at “https://reportfraud.ftc.gov/assistant” and if it was a phishing email you can forward it to reportphishing@apwg.org

“Phishing” attackers are getting more complex and harder to detect. The emails and messages they send are getting harder to differentiate from legitimate emails. It is recommended you always use caution with regards to emails and messages from non-trusted sources.

PHISHING/SCAMS

Deepfake

One of the newest, and best scams currently is using AI “Deepfake” technology. A “Deepfake” is a video of a person in which their face, body, and voice has been digitally altered so that they appear to be someone else, typically used maliciously or to spread false information. Attackers will pose as someone; possibly a boss, friend, or loved one, and can contact you using a video conferencing app to convince you to either send money, or give up personal information. This has been very popular among dating apps, where people will pose as someone online, facetime them to “Confirm they are real,” and then get money from them.



Deepfake

Deepfakes are created by training deep learning algorithms on large datasets of images and videos. These algorithms learn to mimic the facial expressions, movements, and speech patterns of the target individual, allowing for the creation of highly realistic videos.

You can spot “Deepfake” videos by looking for the following signs:

1. Look for inconsistencies such as unnatural facial movements or mismatched audio.
2. When watching videos, it is important to be cautious about the quality. Look out for blurry spots, unnatural blinking, or no blinking, as well as frequent changes in the background and lighting
3. If you have any suspicions, verify the identity of the person you are talking to in situations like this to ensure you know who they are
4. The caller requesting money, usually urgently and through a hard to trace method like a wire transfer, gift card, payment app, or cryptocurrency.

A Chinese finance worker paid out $25 million dollars to a scammer using deepfake AI technology after they believed they were on a video call with their chief financial officer and other colleagues. He had doubts when he saw what looked like a “Phishing” email, but put aside those doubts after the video call because everyone in the conference looked and sounded real.

WIFI SECURITY

Best Practices

- Create passwords that are sufficiently long and complex, and that include upper and lowercase letters, numbers, and symbols. Consider a multi-password phrase that does not consist of dictionary-based words. An example would be “ILuvF00tb@77” from the phrase “I love football.”
- Turn off your wireless network when you will not be using it for an extended period.
- If you have guest-access set up for your network, ensure that it is also password protected.
- If possible, turn on automatic updates for your network devices’ firmware. If they are not offered, periodically check for firmware updates on the network devices’ website(s) and manually download and install them.
- If your router is compromised or if you cannot remember the password, you can restore it to the default factory settings by pressing the reset button usually located on the back of the router.
- Position the router away from windows and as far into the interior of your house as possible to limit the range of the wifi signal outside your home.

Wireless Router	Physical hardware that allows users to connect their devices to a shared internet network.
Service Set Identification (SSID)	Public name of a wireless network.
Pre-Shared Key (PSK)	Authentication mechanism that mandates a password. Adds additional security to wireless networks.
Hypertext Transfer Protocol Secure (HTTPS)	Uses various encryption protocols to add additional security to HTTP.
Media Access Control (MAC) Address	Unique, individual identifier assigned to computers and devices.

WiFi Security Level	Level of Security	Explanation
WEP	Low	Old encryption protocol. No longer considered a standard. Highest risk next to an “open” network
WPA	Low-Moderate	Old encryption protocol. Better than WEP but should not be used when more modern encryption is available.
WPA2	Moderate-High	WPA2-PSK (AES) is the most secure option which uses the latest wifi encryption.
WPA3	High	Approved and replacing WPA2 as the new and more secure option for wifi security. Not available on all devices.

WIFI SECURITY

Accessing Your Router

To change your password, log on to the router online. To do so, enter the appropriate IP address, username, and password. If you do not have this information, contact your Internet Provider.

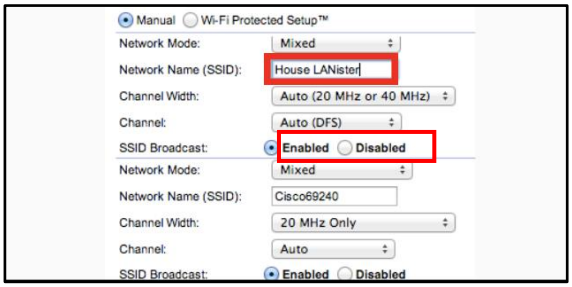
It is **important** to understand that when your internet is set up by the Internet Provider, they are not required to set it up using WPA2. It is recommended that you ask that your internet be set up with WPA2 and acquire the username and password at the time of service.

When setting or changing your username and password, it is important to use a strong password unrelated to any personal or family attributes.

Lastly, it is important to create a “Guest Account” and password separate from the “Admin”/”Family” account and password.

Creating a Unique Service Set Identifier (SSID)

When creating a name for your wifi (SSID,) it is important to consider who will be seeing it. For instance, if you decide on the family last name and number of family members, then anyone within range will be able to see your last name and likely piece together what the numbers represent. Alternately, if you name your SSID “FBI Van,” that may call attention to your network and invite nefarious activities. It is recommended that you choose a name for your SSID that is generic in nature. If you would like to hide your SSID so that it does not broadcast to the public, simply select “Disabled” from the “SSID Broadcast” section. Note that while it is nice to be able to disable the broadcasting of your SSID, it can be “unhidden” by any individual requesting “hidden wifis.”



Firewall/Internet Protocol

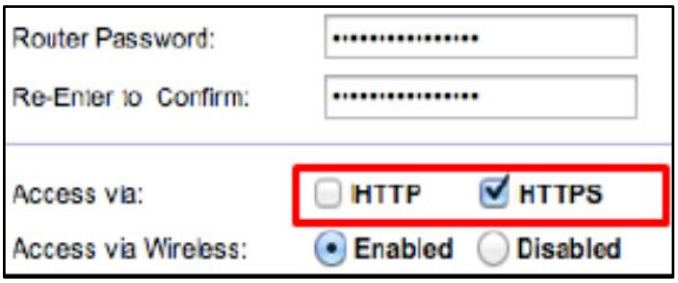
Internet Protocol (IP) is the infrastructure protocol that provides an identification and location system for computers on networks and routes traffic on the Internet. IPv4 is slowly being replaced with IPv6. It is important to understand that if you are running a VPN on your system, IPv6 may not be supported. Check the VPN provider’s website to see if both versions are supported. You can also visit a “What is my IP address?” site that pulls both IPv4 and IPv6 to check if you are properly covered. If IPv6 is not covered, you can choose to disable it through settings.

Children’s Learning Devices: If you have children who play with devices like Leapfrog or Vtech games and you disable your SSID broadcasting, these devices will not be able to locate your wifi network.

WIFI SECURITY

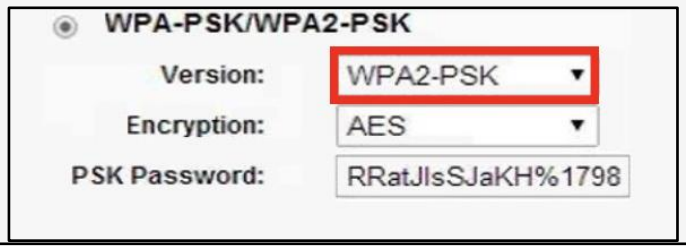
Enabling Hypertext Transfer Protocol Secure (HTTPs)

HTTPS is a variant of the standard web transfer protocol (HTTP) that adds a layer of security on the data while in transit. HTTPS enables encrypted communication and secure connection while on the Internet. It is used by websites to provide enhanced security for customers' financial transactions or where personally identifiable information (PII) is shared. Enabling HTTPS on your servers is a critical step in providing security for your web pages. It is recommended that you enable HTTPS in order to further protect you and your family while navigating the Internet.



Encryption

Between the optional WEP, WPA, WPA-PSK, WP2, and WPA2-PSK algorithms, you should select WPA2-PSK and AES (a crypto-graphic cipher that is responsible for a large amount of the information security that you enjoy daily) for encryption. The PSK password should be long and complex, but different from the administrative router-access password.



MAC Address Filtering

MAC address filtering allows you to define a list of devices' MAC addresses so that only those devices can access your wifi. In order to do so, follow the steps below:
Add the MAC address of each device you want to authorize access to your network. Next, enter the MAC address and a brief description of the connected device for filtering. Finally, enable MAC address filtering to ensure that only approved computers and devices can connect to your router. Click the 'Add' button when done entering authorized devices.

ADDITIONAL RESOURCES

Free Annual Credit Report
https://www.annualcreditreport.com

USA.Gov
https://www.usa.gov/identity-theft

Stay Safe Online
https://www.staysafeonline.org

On Guard Online
https://www.onguardonline.gov

Equifax - ID Protection Kit
https://www.equifax.com/personal/identity-theft-protection

Child Identity Theft - Transunion
https://www.transunion.com/fraud-victim-resource/child-identity-theft

Opt Out Prescreen
https://www.optoutprescreen.com

Federal Trade Commission - ID Protection Tips
https://www.consumer.ftc.gov/topics/protecting-your-identity

IRS - ID Protection, Prevention, Detection, and Victim Assistance
https://www.irs.gov/Individuals/Identity-Protection

Netsmartz Workshop for Parents & Guardians
https://www.missingkids.org/NetSmartz

Organization for Social Media Safety
https://www.ofsms.org/

FBI Parent's Guide to Internet Safety
https://www.fbi.gov/stats-services/publications/parent-guide

Kids Games
https://sos.fbi.gov/

Safety Reviews for Games, Websites, & Apps
https://www.commonsensemedia.org

Opt Out of Interest-Based Advertising
https://www.networkadvertising.org/choices

Google Privacy
https://policies.google.com/privacy

DMA Choice (Direct Mail)
https://dmachoice.thedma.org

Social Media Help (for updated Privacy information)
https://www.facebook.com/help
http://search.twitter.com

SAFEGUARD

Digital Identity Protection Toolkit